



GrantSolutions User Guide

Grants List Search December 2023



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Introduction

In GrantSolutions Grants Management Services (GMM), users can search using the "Grants List" screen. Users can search for a grant using several filters, including the *Grant Number, Program Office, Organization, FAIN, UEI Number,* or *Obligation Document Number*. The "Grants List" screen also contains the Global Menu, which shows a user's Organization, training resources, home tab, applications tab, and initials icon.

LOGIN

To access the "Homepage" in the new experience of GrantSolutions, perform the following steps:

1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the Login button.



Figure 1: GrantSolutions Home page with Login button

2. The "GrantSolutions Login" screen appears. Click the **Login.gov for Recipients & Grantors** button and log in using your Login.gov account.



Figure 2: Login in screen with Login.gov for Recipients & Grantors button



3. The "Home" page appears. Click the **GMM** icon.

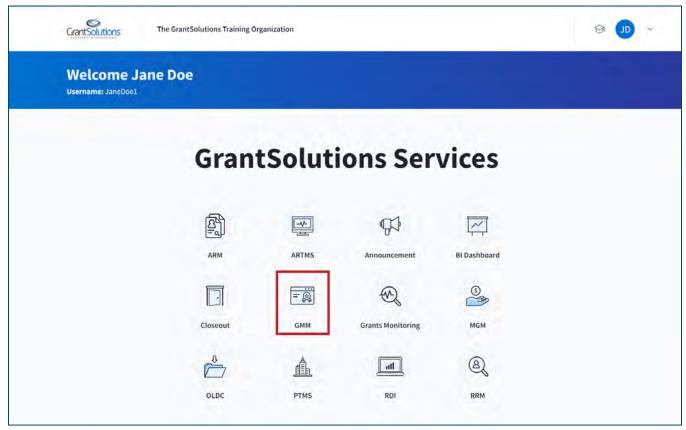


Figure 3: GrantSolutions Homepage with GMM icon



4. The "GMM Navigation" window appears. Click the **Go to GMM** button.

Note: Users can also access the *Classic view* by clicking the *Go to GMM (Classic View)* hyperlink.

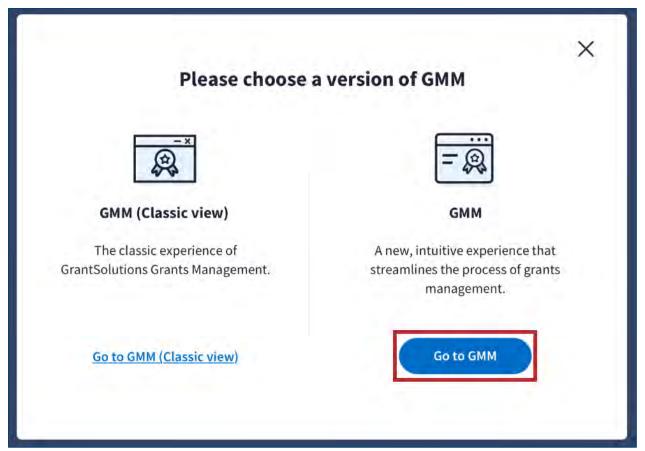


Figure 4: The GMM Navigation window with Go to GMM button

The "Grants List" screen appears.



Figure 5: Grants List screen



GRANTS LIST GLOBAL MENU

On the "Grants List" screen, on the global menu, users can view the Organization name, access the "Homepage", the "Application Receipt and Logging" screen, Training Resources, and the initials icon drop-down.

To access the "GrantSolutions Public Home" screen, click the *GrantSolutions* logo at the top left of the screen.



Figure 6: Grants List screen with global menu and GrantSolutions logo

The organization name is next to the *GrantSolutions* logo. The organization name is populated from the user's account organization field in GrantSolutions.

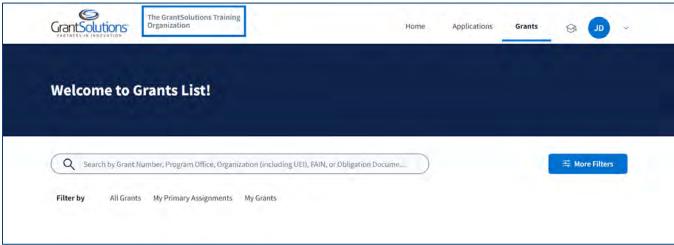


Figure 7: Grants List details screen with user organization in the global menu



To access the "Homepage" from the Grants List screen, click the *Home* tab.

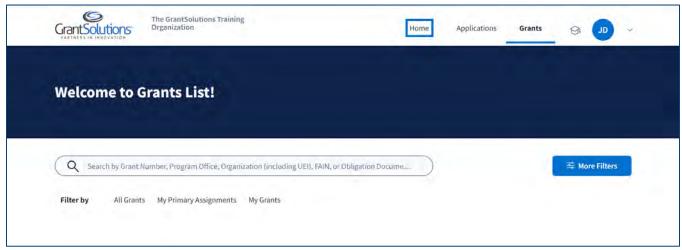


Figure 8: Grants List screen with Home tab

The "Homepage" opens in a new window.



Figure 9: GrantSolutions Homepage



To open the "Application Receipt and Logging" screen, click the Applications tab.

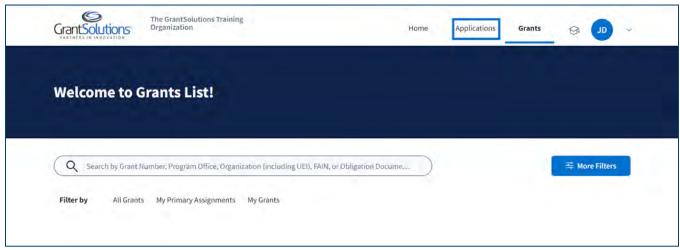


Figure 10: Grants List screen with Applications tab in the global menu

The "Application Receipt and Logging" screen opens in a new window.

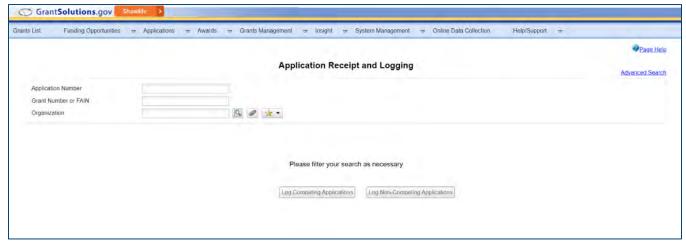


Figure 11: Application Receipt and Logging screen



To access training resources, click the *Training Resources* icon.

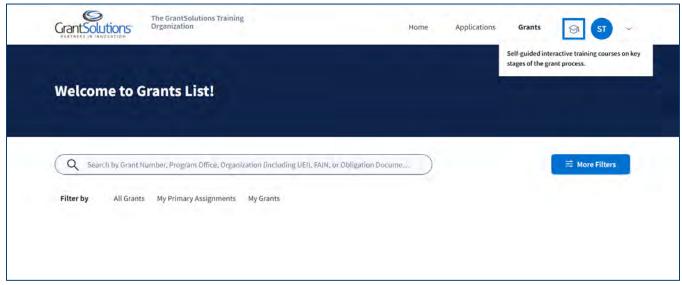


Figure 12: Grants List screen with Training Resources icon

The *Training Resources* drop-down appears with the *Interactive Training* and *Support and Documentation* options.

Select the *Interactive Training* option to access computer-based training or select the *Support and Documentation* option to access the "Federal Support and Reference" screen. When choosing either option, a new window will appear.

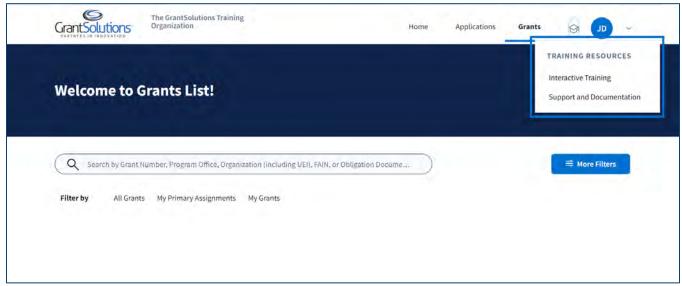


Figure 13: Grants List screen with Training Resources drop-down and Interactive Training, Support and Documentation options



Click the *initials icon* drop-down to *Update Profile*, access *Notification Preferences*, access *Online Data Collection(OLDC)* (if applicable), *Provide Feedback*, *Switch Back to Classic* view, or go *Back to Homepage*.

Note: The initials icon displays the user's first and last initials.

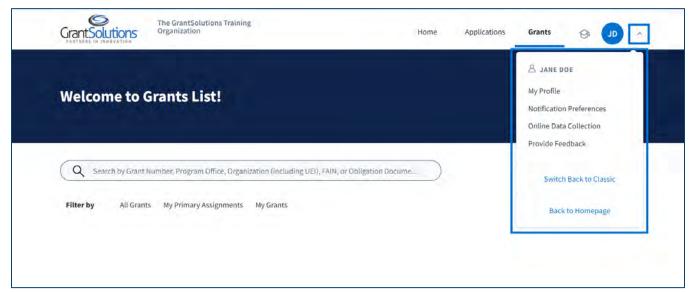


Figure 14: Grants List screen with initials icon drop-down and My Profile, Notification Preferences, Online Data Collection (if applicable), Provide Feedback, Switch Back to Classic, and Back to Homepage options



GRANTS LIST SEARCH

The Grants List search field allows users to search for a grant using several different methods. A user can search using a grant number, or organization name, or by using a combination of alpha and numeric characters. Partial grant numbers will only populate the results in the suggested search related to what was entered. To search for a grant, follow the steps below:

1. From the "Grants List" screen, click the Search by Grant Number, Program Office, Organization, FAIN, or Obligation Document Number search field.



Figure 15: Grants List screen with Search by Grant Number, Program Office, Organization (including UEI), FAIN, or Obligation Document Number search field

2. The Searching within your assignments... drop-down appears, click a **search** filter option. A user can search for a grant using the *Grant Number, Program Office* name, Organization (including UEI), FAIN, or Obligation Document Number search filters.

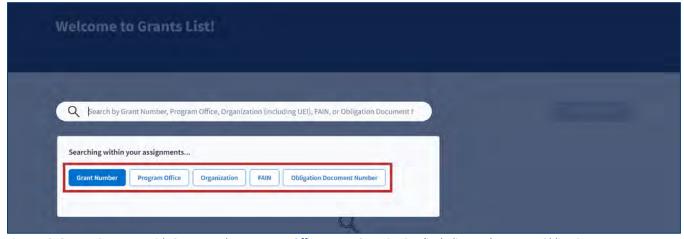


Figure 16: Grants List screen with Grant Number, Program Office name, Organization (including UEI), FAIN, or Obligation Document Number search filters



3. In the Search by Grant Number, Program Office, Organization (including UEI), or Obligation Document Number field, enter the preferred **search criteria** (ex. Grant Number, Program Office Name, FAIN, etc.).

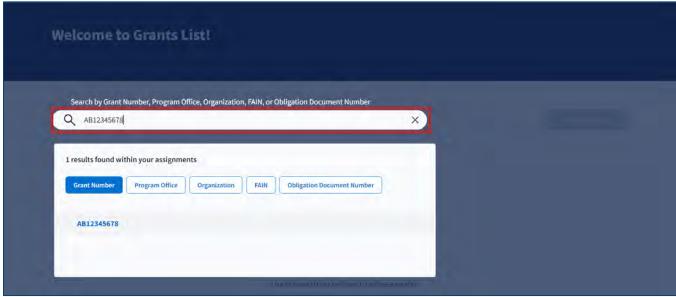


Figure 17: Grants List screen with Search by Grant Number, Program Office, Organization (including UEI), or Obligation Document Number field and search criteria entered

To remove search criteria, click the *X* button.

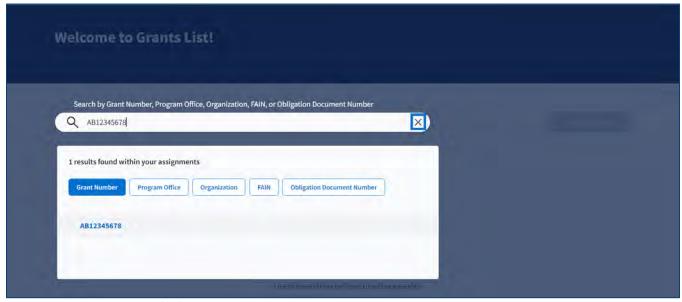


Figure 18: Grants List screen with X button



4. Click the search result.

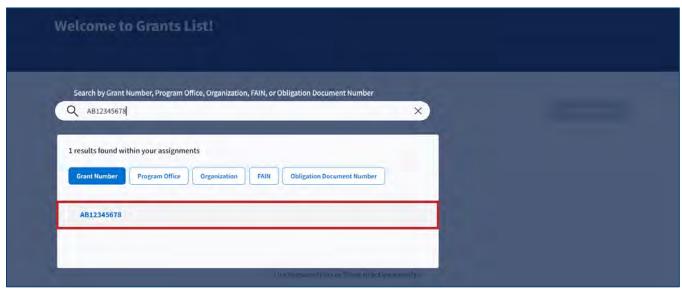


Figure 19: Grants List screen with search result

The "Grants List" screen refreshes and the Grant result table appears.

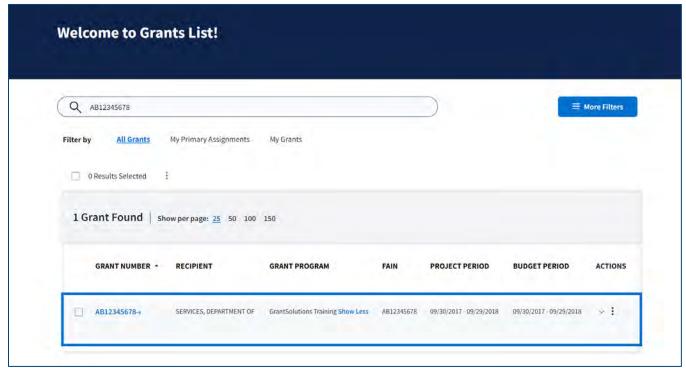


Figure 20: Grants List screen with grant result table



Exact Search

Users can search using an exact *Grant Number*, *Program Office* name, *Organization* name, *FAIN*, or *Obligation Document Number* To conduct an exact search, follow the steps below:

1. Click the Grant Number search filter.

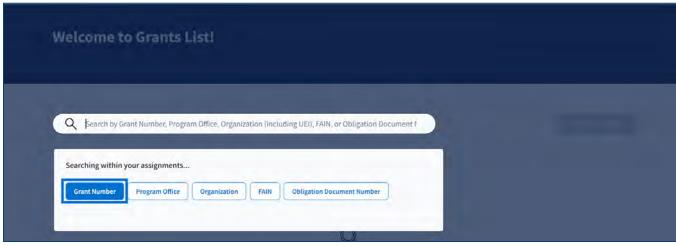


Figure 21: Grants List screen with Grant Number filter

2. In the Search by Grant Number, Program Office, Organization, FAIN, or Obligation Document Number field, enter the **full grant number**. In the results drop-down, there is 1 result found within your assignments.

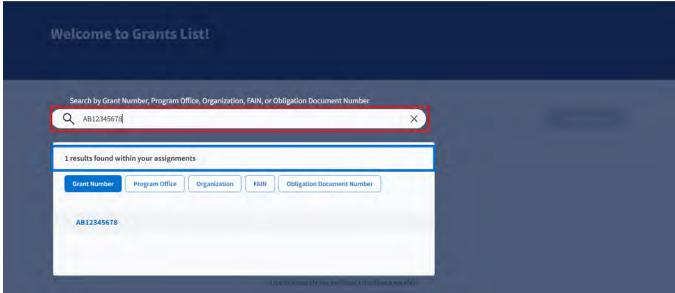


Figure 22: Grants List screen with search field and full grant number result



3. Click the Grant Number result.

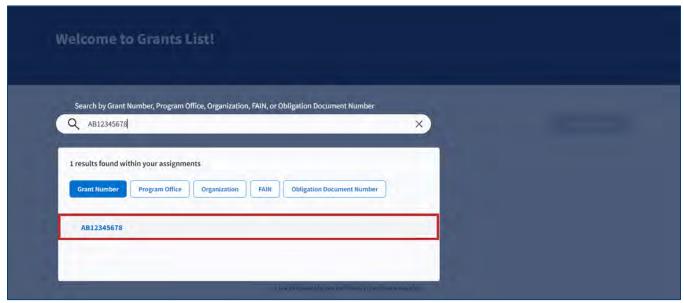


Figure 23: Grants List screen with full Grant Number search result

The "Grants List" screen refreshes and the Grant result table appears.

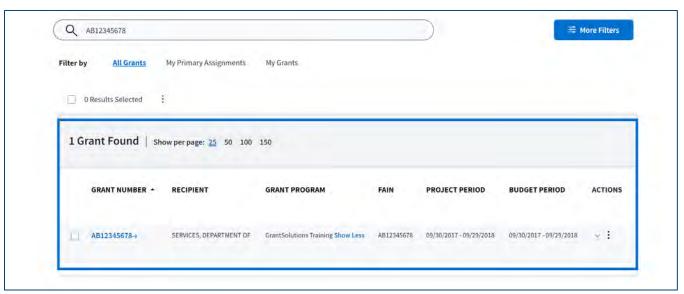


Figure 24: Grants List screen with Grant results table



Partial Search

Users can conduct a search using partial *Grant Numbers, Program Office* names, *Organization* names, *FAINs, or Obligation Document Numbers*. To conduct a partial search, follow the steps below:

1. To search using partial search criteria, click the appropriate search filter.

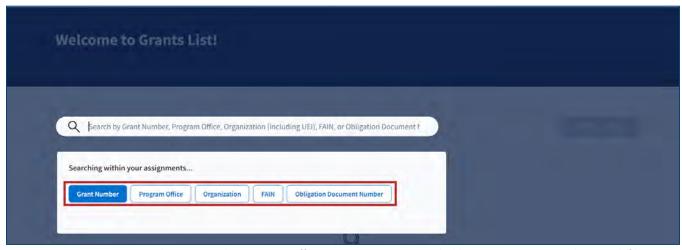


Figure 25: Grants List screen with Grant Number, Program Office, Organization, FAIN, and Obligation Document Number search filters

2. In the search field, enter *3 characters*. In the results drop-down, 7 search results appear based on the criteria entered into the search field.

Note: Three characters are required to run a partial search.

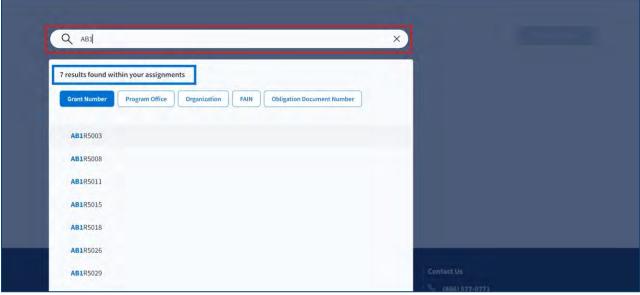


Figure 26: Grants List screen with 7 grant results found within the users assignment



3. From the result list, identify the correct result and click the **search result** option.

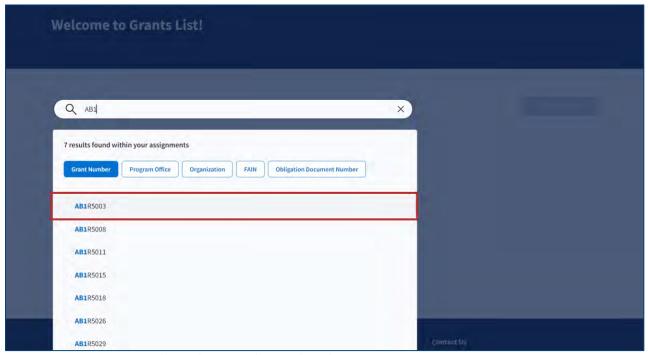


Figure 27: Grants List screen with partial grant number search results

The "Grants List" screen refreshes and the Grant result table appears.

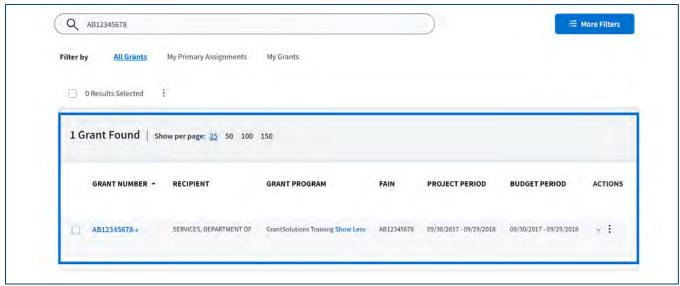


Figure 28: Grants List screen with Grant result table



Approximate Match Search

Using a combination of alpha and numeric characters, a user can conduct an approximate match search. To conduct an approximate match search, follow the steps below:

1. Click the **Organization** filter.

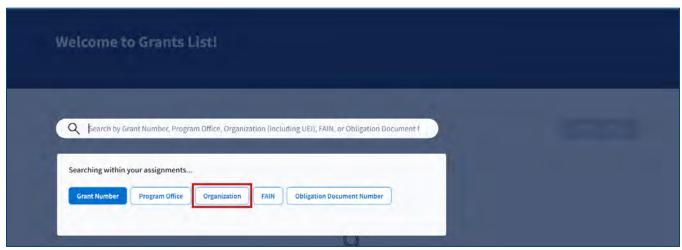


Figure 29: Grants List screen with Organization filter



2. In the search field, enter *3 alpha and numeric* characters. In the results drop-down, 7 search results appear based on the criteria entered in the search field.

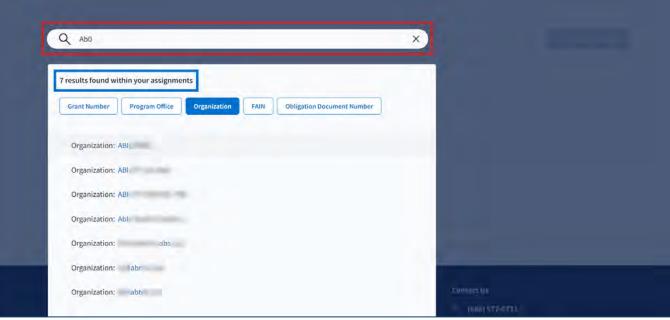


Figure 30: Grants List screen with search field, and 7 approximate match results

3. From the result list, identify the correct result and click the **search result** option.

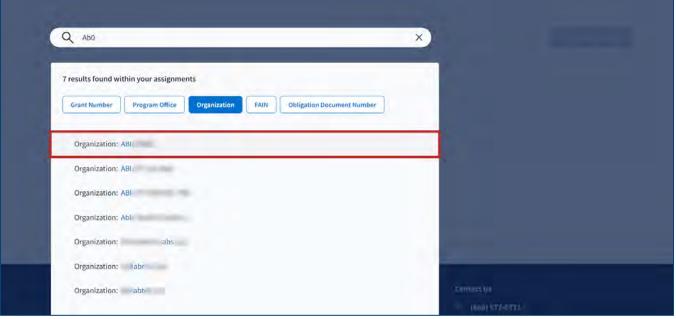


Figure 31: Grants List screen with approximate organization search results



The "Grants List" screen refreshes and the Grant result table appears.

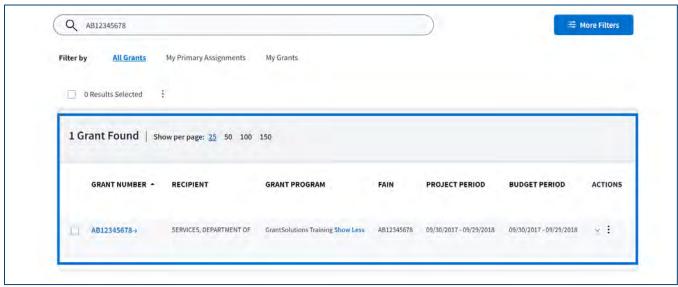


Figure 32: Grants List screen with Grant result table



FILTER BY ALL GRANTS, MY PRIMARY ASSIGNMENTS, AND MY GRANTS

When searching for grants, users can filter by *All Grants*, *My Primary Assignments*, and *My Grants*. The grants that show up in the *My Primary Assignments* filter and *My Grants* filter are dependent on a user's office assignment as well as their program role(s). The *My Primary Assignments* filter shows grant projects assigned to the user with a Primary. The *My Grants* filter shows grant projects assigned to the user. For Administration for Children & Families (ACF) and Administration for Community Living (ACL) users, filtering by Assigned and Primary will not display any Mandatory Grant Services (MGM) Grants; MGM doesn't have project assignments.

The *All Grants* filter by the grant projects associated with the user's virtual office assignment. To view all grants available, click the *All Grants* tab.

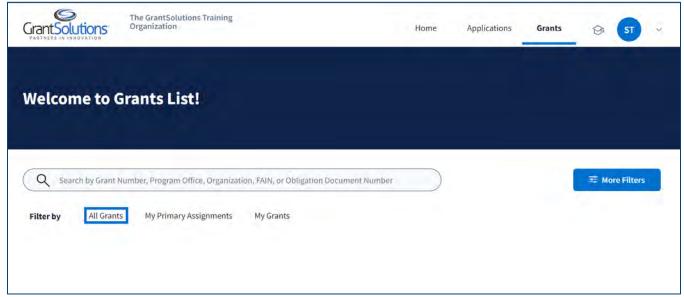


Figure 33: Grants List screen with All Grants tab



The "Grants List" screen refreshes with *All Grants* available in the results table. In the results table, the following fields are displayed: *Total Number of Grants Found, Grant Number, Recipient, Grant Program, FAIN, Project Period* Start and End Date, *Budget Period* Start and End Date, and the *Actions* column.

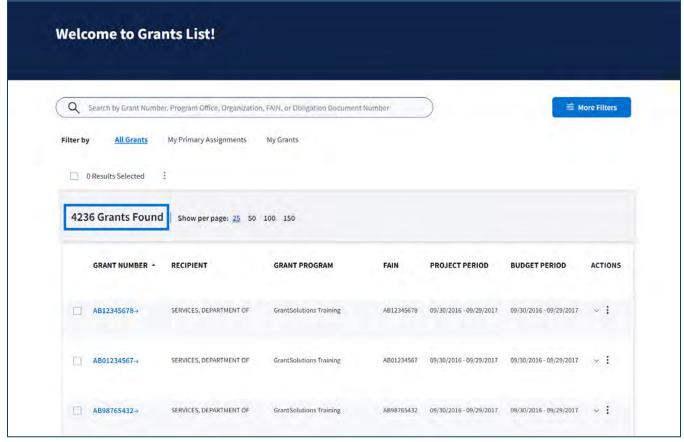


Figure 34: Grants List screen with 4236 Grants Found



The "Grants List" screen defaults to show 25 grant results per page. The option to show 25, 50, 100, or 150 grants per page is available. To change the amount of grants, show per page, click the 25, 50, 100, or 150 button.

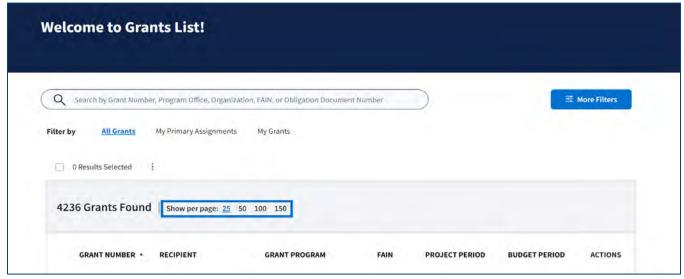


Figure 35: Grants List screen with show per page options in 25, 50, 100, and 150 increments

To filter grant results, click the *Grant Number*, *Recipient*, *Grant Program*, *FAIN*, *Project Period*, or *Budget Period* table header. Clicking the *Grant Number*, or *FAIN* header filters the grants by numeric order. Clicking the *Grant Program* or *Recipient* header filters the grants by alphabetical order. And lastly, clicking the *Project Period* and *Budget Period* header sorts the grants by oldest to newest and newest to oldest.

Note: Clicking the header a second time changes the order the grants are filtered. For example, clicking the *Recipient* table header a second time changes the order from A-Z to Z-A.

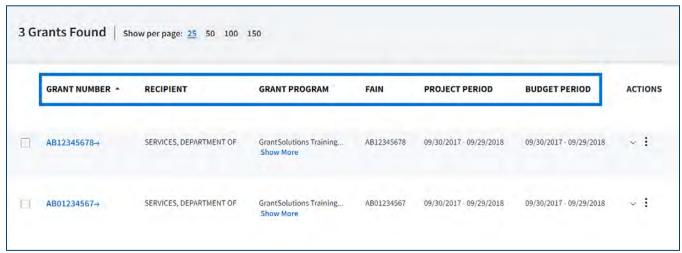


Figure 36: Grants results table with Grant Number, Recipient, Grant Program, FAIN, Project Period, Budget Period table headers



To move through pages of grant results, click the *next arrow* or click the next *page number* at the bottom of the results table.

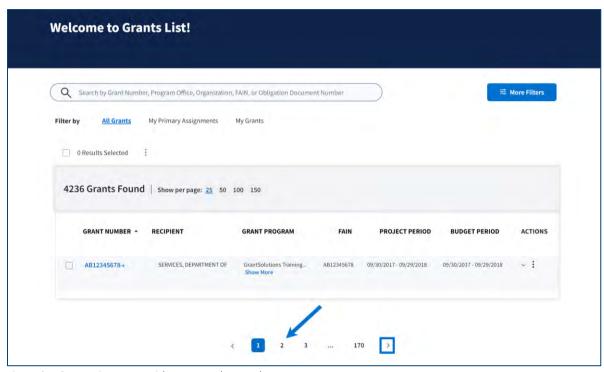


Figure 37: Grants List screen with page numbers and next arrow



To filter by assigned grants, click the *My Primary Assignments* tab. The *My Primary Assignments* tab shows grant projects assigned to the user with a Primary Assignment.



Figure 38: Grants List screen with My Primary Assignments tab

The "Grants List" screen refreshes and the My Primary Assignment grants have been filtered.

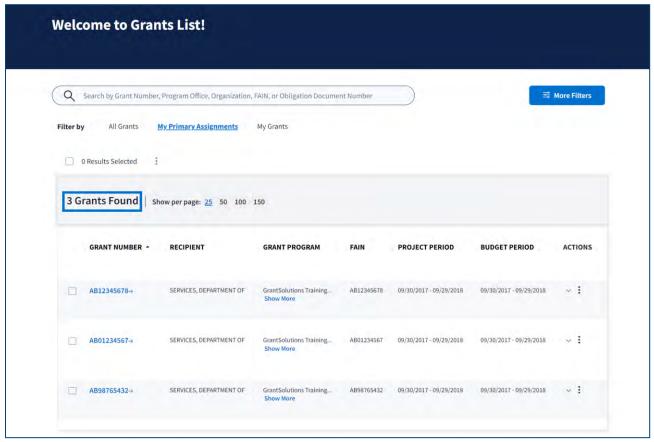


Figure 39: Grants List screen with 3 Grants Found



To filter by grants available via a grant program, click the *My Grants* tab. The *My Grants* filter shows grant projects assigned to the user. These grants are not grants that a user necessarily needs to act on.



Figure 40: Grants List screen with My Grants tab



The "Grants List" screen refreshes with My Grants filtered.

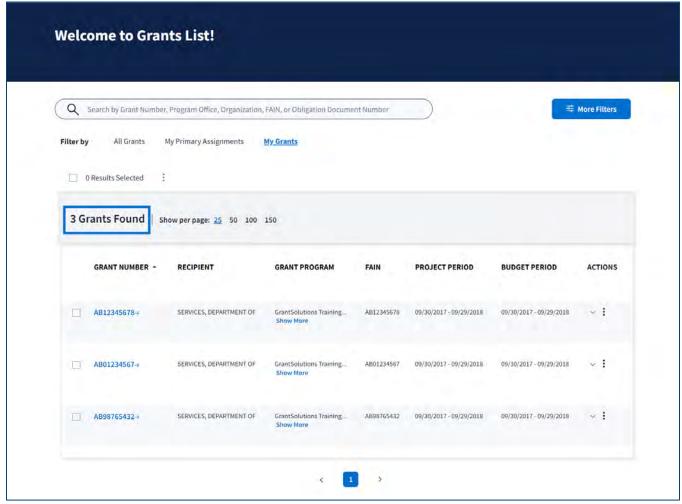


Figure 41: Grants List screen with 3 Grants Found



GRANT ACTIONS

Users can take specific actions directly from the "Grants List" screen. In the actions column, a user can *View NOA (PDF)*, *View Categories*, and *Manage Assignments*.

Viewing the NOA (PDF)

To view the NOA (PDF) follow the steps below:

1. To view the NOA (PDF), In the *Actions* column, click the **ellipses** and select the **View NOA (PDF)** option.

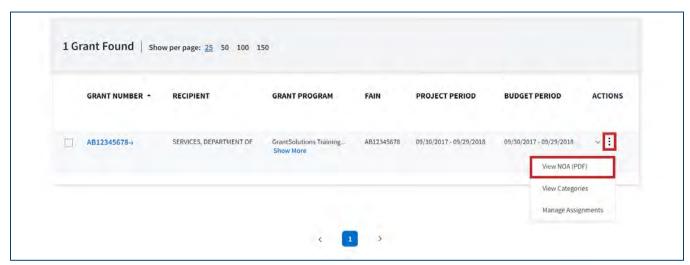


Figure 42: Grants List screen with ellipses drop-down and View NOA (PDF) option

The NOA (PDF) opens in a new window and is available to download.

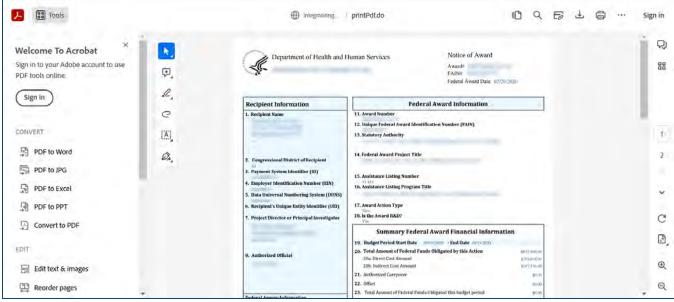


Figure 43: NOA (PDF) in a new window



View Categories

To view categories, follow the steps below:

1. In the Actions column, click the ellipsis and select the View Categories option.

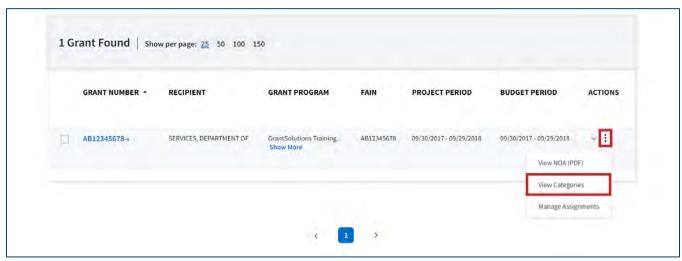


Figure 44: Grants List screen with ellipses and View Categories options

2. The "Project Categories for Grant Project" window appears. Click the **Got It** button to return to the "Grants List" screen.

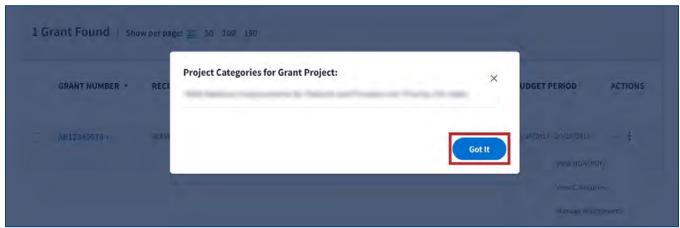


Figure 45: Project Categories for Grant Project window with Got It



Manage Assignments

To manage assignments, follow the steps below:

1. In the Actions column, click the ellipsis and click the Manage Assignments options.

Note: For MGM grants the *Manage Assignments* link is not available.

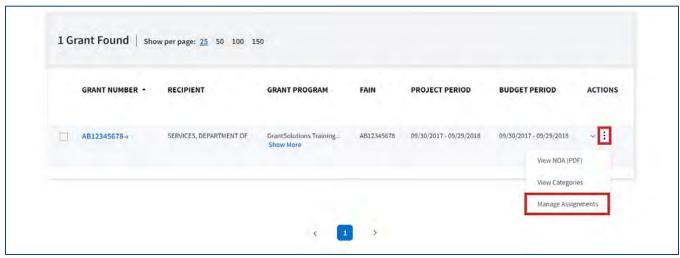


Figure 46: Grants List screen with ellipses drop-down and Manage Assignments option

The "Project Assignments" screen opens in a different tab. Users can add, change, and edit assignments on this screen. For more information on project assignments, please refer to the Manage Project Assignments Quick Sheet.

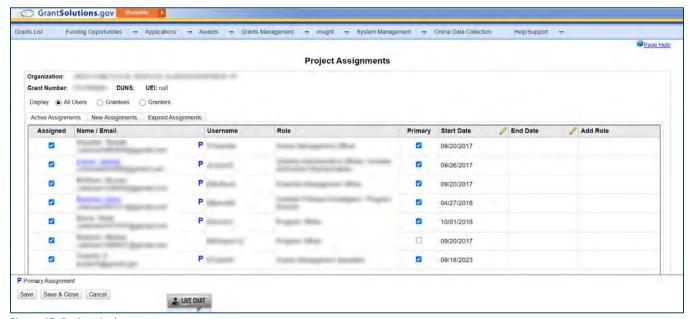


Figure 47: Project Assignments screen



Result Table Indicators

Result table indicators can be found when using the grant drop-down. The indicators shown are Application status, Risk Assessment Warning, NCC progress, and Amendments in progress.

1. To access the result table indicators, click the **grant** drop-down.



Figure 48: Grants result table with grant drop-down

The result table indicators appear.

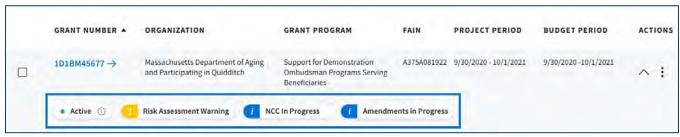


Figure 49: Grants result table with the grant drop-down expanded and result table indicators shown

The three application indicators that can appear for a grant number are Active, Closed, and Expired.

• Active - The grant is funded and awarded within a defined project period and does not have restrictions placed on it.



Figure 50: Grants result table with the grant drop-down expanded and Active status indicator



Closed - The grant was funded and awarded, is past the final project period, and all closeout
activities have been marked completed. And the grant has been marked as closed.



Figure 51: Grants result table with the grant drop-down expanded and Closed status indicator

Expired - The grant was funded and awarded is past the final project period and still has
closeout activities to complete. And the grant has not been marked as closed.



Figure 52: Grants result table with the grant drop-down expanded and Expired status indicator

The *Risk Assessment Warning* status indicator appears when there is a risk assessment warning. When selected on the results table, it takes a user to RDI for the awarding organization. The risk assessment warning appears in the results table for a grant, the grant details in the Overview tab, and the grant details in the Organization tab.



Figure 53: Grants result table with the grant drop-down expanded and Risk Assessment Warning indicator



The three NCC status indicators that can appear are NCC Submitted, NCC In Progress, and NCC Late. Click on the NCC status indicator to see the due date. Users can also view and manage the kit by click the View Kit and Manage Kit hyperlinks.

- NCC Submitted The application is in Submitted status
- NCC In Progress The application is under grantor review
- NCC Late The application was submitted after the due date



Figure 54: Grants result table with the grant drop-down expanded and NCC in Progress indicator with due date and View Kit and Manage Kit hyperlinks

The Amendments in Progress indicator will appear when one or more amendments are in progress. Click the indicator to view amendments on the Manage Amendments screen. The Complete (Post Award), Received (Post Award Paper Submission), Review in Progress (Post Award), Submitted (Post Award), and Review in Progress statutes prompt the indicator.



Figure 55: Grants result table with the grant drop-down expanded and Amendments in Progress indicator