

Quick Sheet: Grants List Details – Reports, Amendments, Messages, Restrictions, and Files Tabs

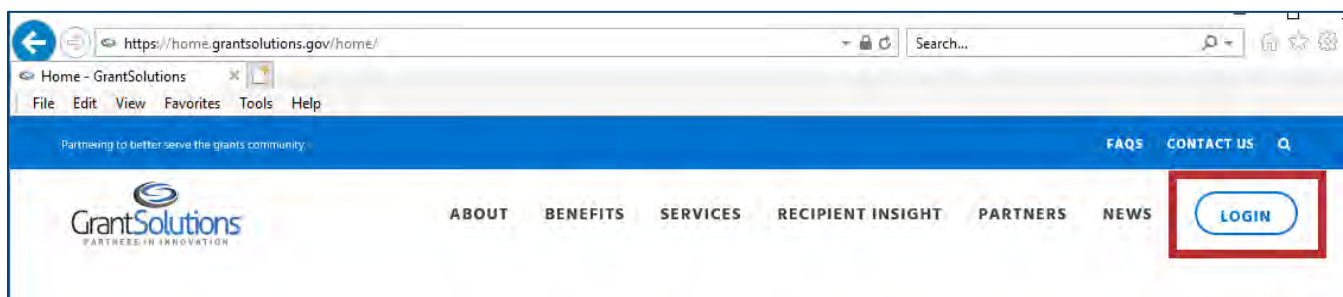
Audience: Grantor (All roles)

INTRODUCTION

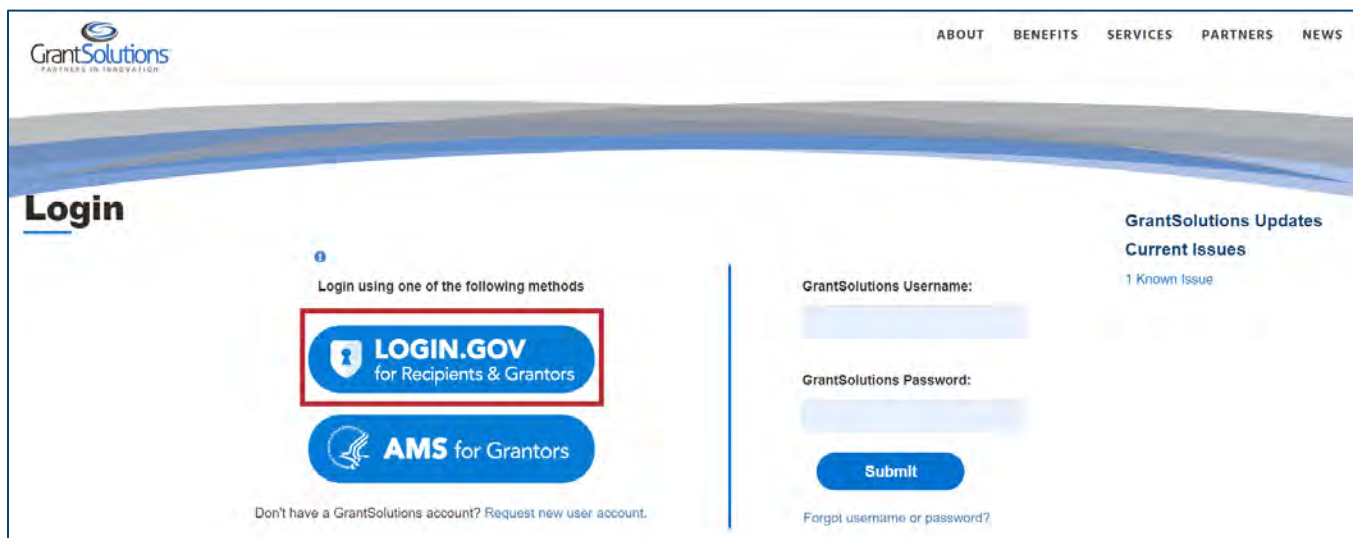
The “Grants List” screen allows users to search for grants and access the “Grants Details” screen. From the “Grant Details” screen, users can access the *Reports, Amendments, Messages, Restrictions, and Files* tabs.

LOGIN

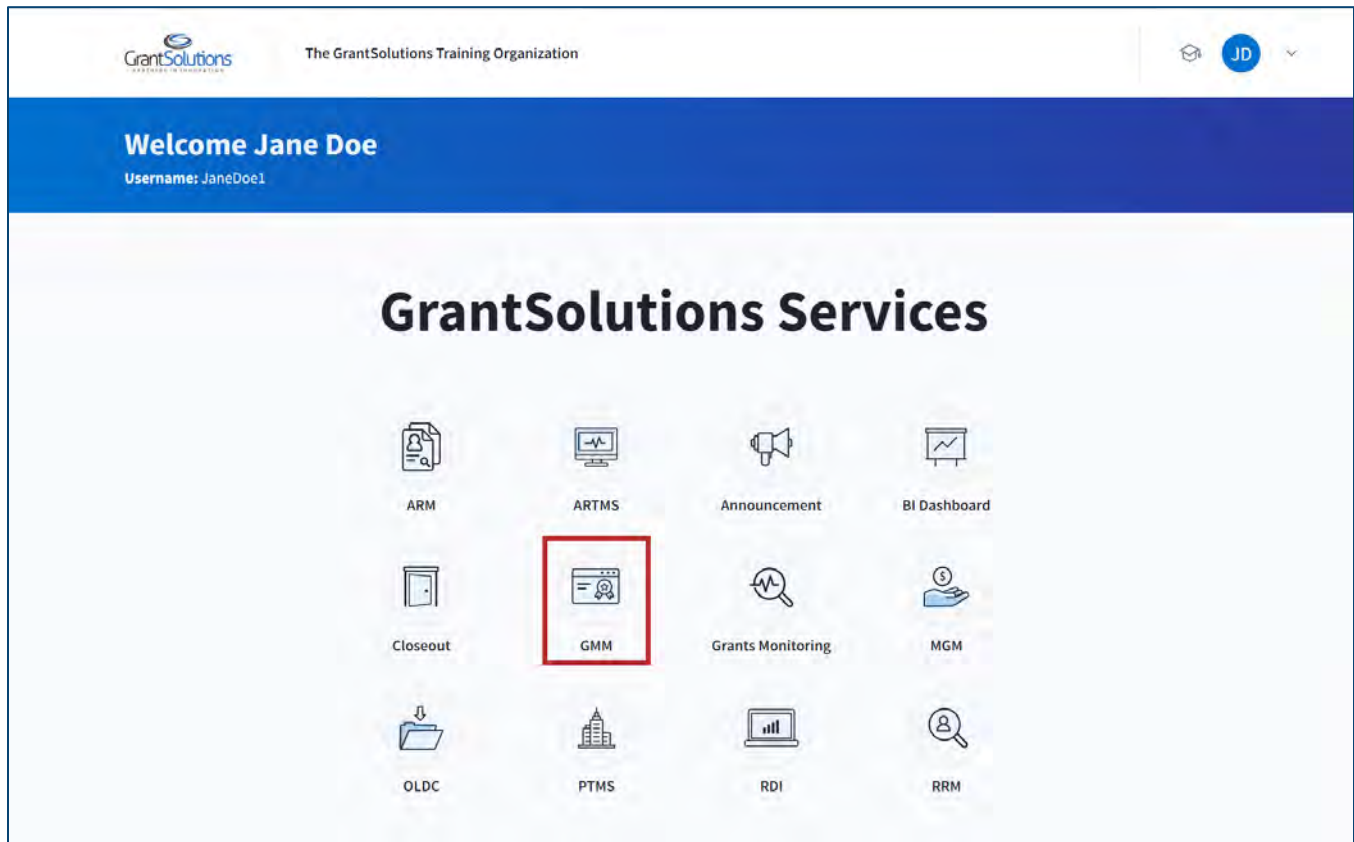
1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.



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

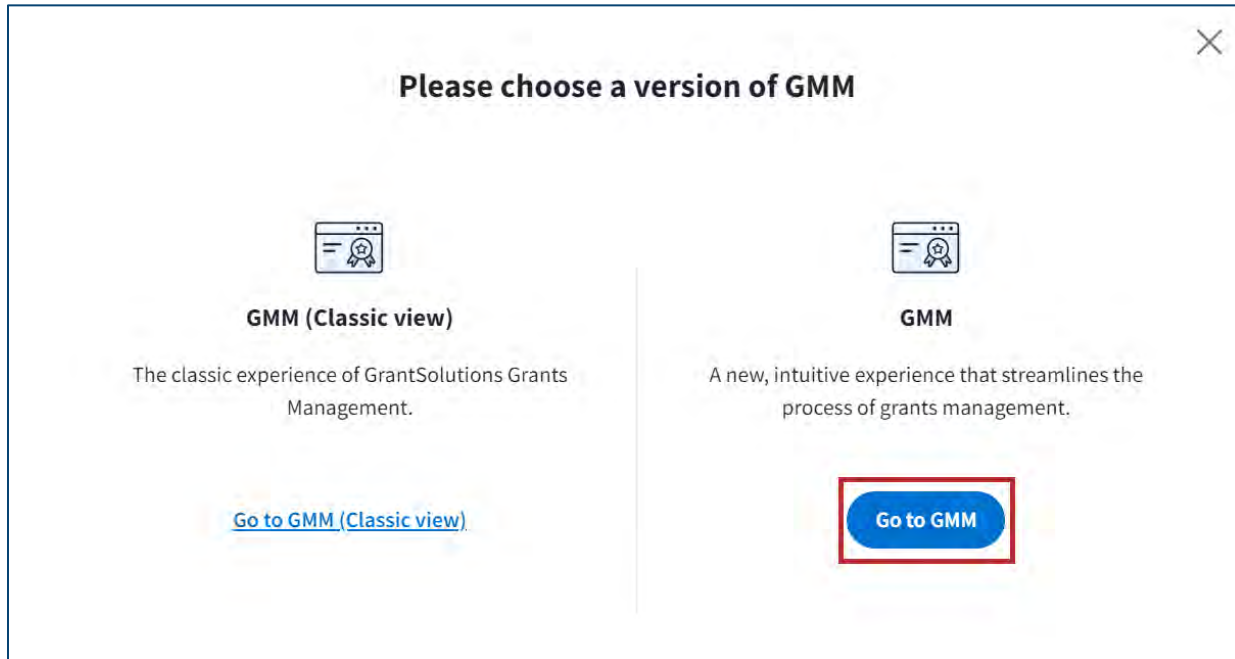


3. The “homepage” appears. Click the **GMM** icon.

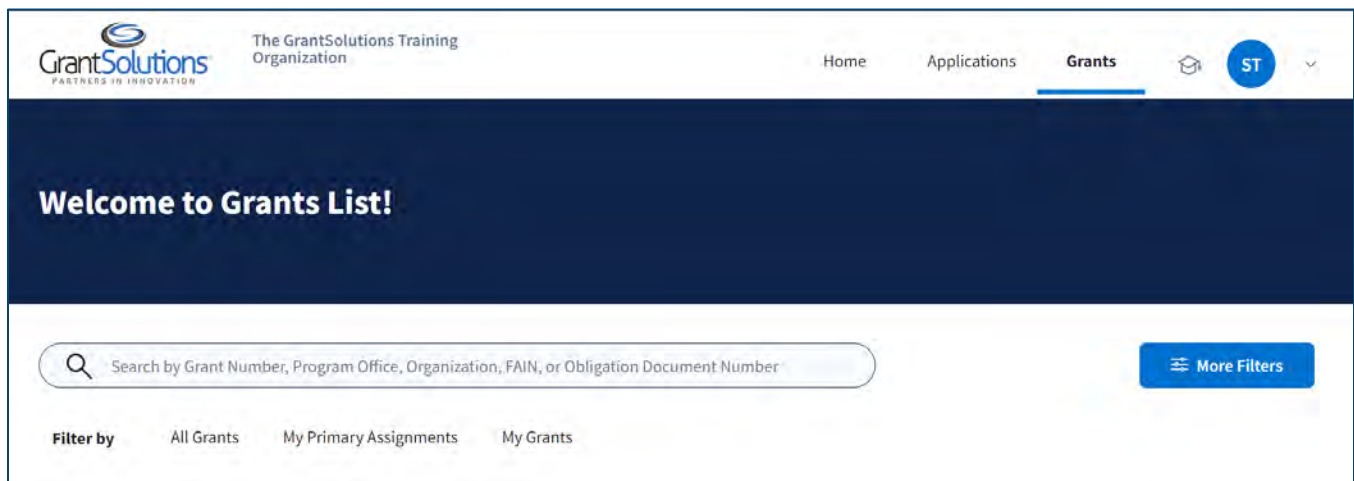


4. The “GMM Navigation” window appears. Click the **Go to GMM** button.

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



The “Grants List” screen appears.

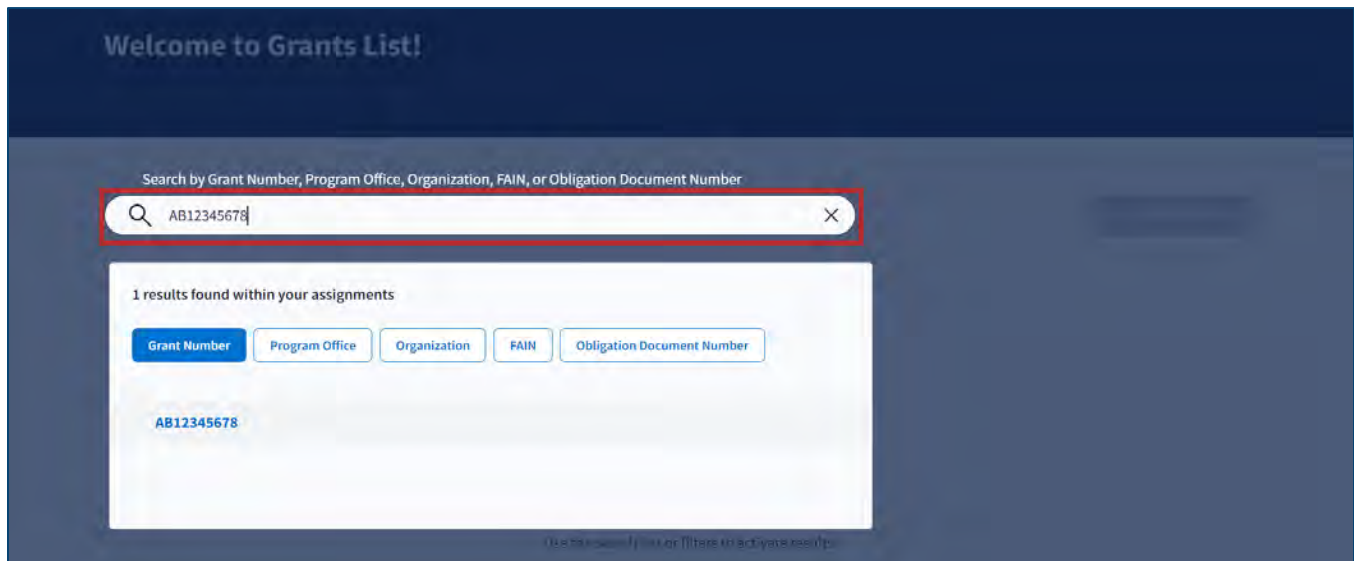


GRANTS DETAILS

From the “Grants List” screen, a user can search for a grant and access the grant details. To access grant search results and grant details, follow the steps below:

1. From the “Grants List” screen, search for the **grant number**.

Note: Users can search using a *Grant Number, Program Office, Organization, FAIN, or Obligation Document Number*. For more information about using the search field, refer to the Grants List Search Quick Sheet.



Welcome to Grants List!

Search by Grant Number, Program Office, Organization, FAIN, or Obligation Document Number

Q AB12345678 X

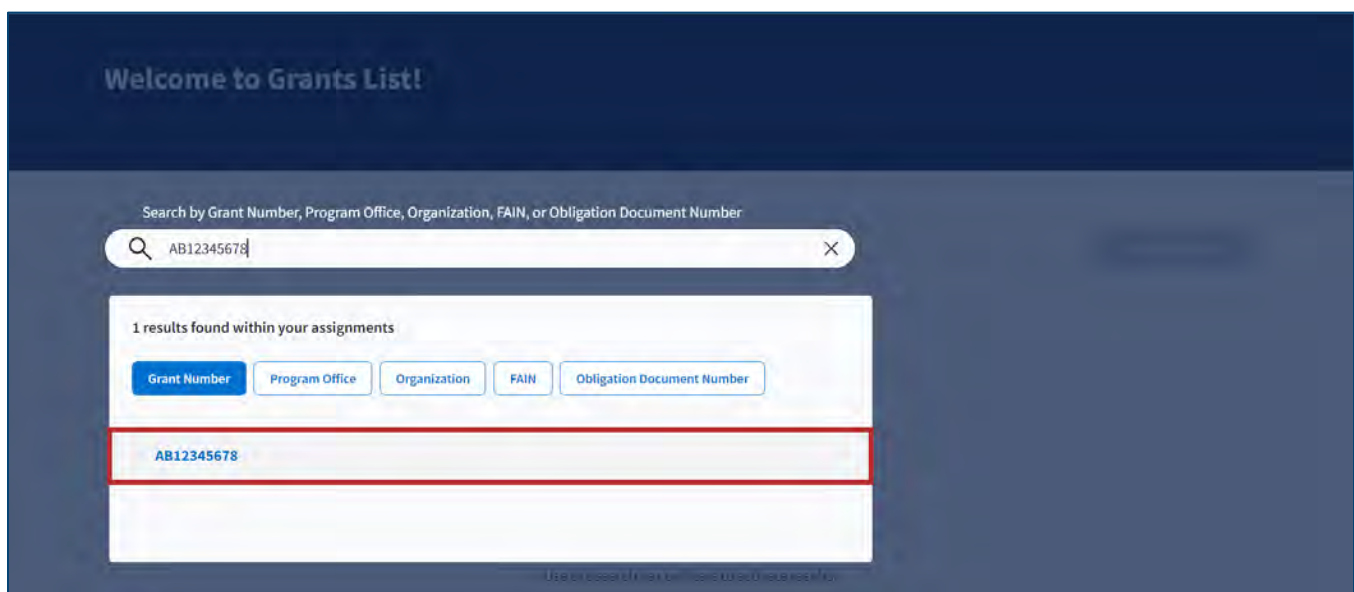
1 results found within your assignments

Grant Number Program Office Organization FAIN Obligation Document Number

AB12345678

Use the search filters or filters to activate results.

2. Click the **grant number search result** option.



Welcome to Grants List!

Search by Grant Number, Program Office, Organization, FAIN, or Obligation Document Number

Q AB12345678 X

1 results found within your assignments

Grant Number Program Office Organization FAIN Obligation Document Number

AB12345678

Use the search filters or filters to activate results.

- The grant results table appears. Click the **grant number** hyperlink.

[More Filters](#)

Filter by [All Grants](#) My Primary Assignments My Grants

☐ 0 Results Selected

1 Grant Found | Show per page: [25](#) 50 100 150

GRANT NUMBER	RECIPIENT	GRANT PROGRAM	FAIN	PROJECT PERIOD	BUDGET PERIOD	ACTIONS
<input type="checkbox"/> AB12345678	SERVICES, DEPARTMENT OF	GrantSolutions Training... Show More	AB12345678	09/30/2017 - 09/29/2018	09/30/2017 - 09/29/2018	<div> <div></div> <div></div> <div></div> </div>

The “Grant Details” screen appears and defaults to the *Overview* tab.

The screenshot displays the GrantSolutions web application interface. At the top, the header includes the GrantSolutions logo, the text 'GrantSolutions Training Organization', and navigation links for Home, Applications, Grants (which is highlighted), and a user profile icon labeled 'ST'. Below the header, a dark blue banner contains a back arrow, 'Department of Services', the grant status 'Active' with the number 'AB12345678', the start date '09/01/2020', and the 'Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)' with an end date of '08/31/2025'. The main content area features a left sidebar with a large budget amount '\$200,000.00', a 'View Notice of Award (NOA) PDF' button, and details for the Grant Program, Project Title, and Announcement. The central part of the screen has a tabbed interface with 'Overview' selected, followed by Organization, History, Reports, Amendments, Messages, Restrictions, and Files. Under the 'Overview' tab, there is a 'Risk Assessment Warning' section with a yellow warning icon and text about 'Reps & Certs (Financial Assistance) Issue'. Below this is a 'Post Award Actions' section with an information icon and text about a 'Non-Competing Continuation application is in Review'. At the bottom, there is an 'Amendments In Progress' section with a red indicator and a 'View All Amendments' link. A specific amendment is listed as 'GS NoA Revision (Non-monetary) Complete (Post Award)' with a 'P' icon and 'SUBMITTED 0 days ago'.

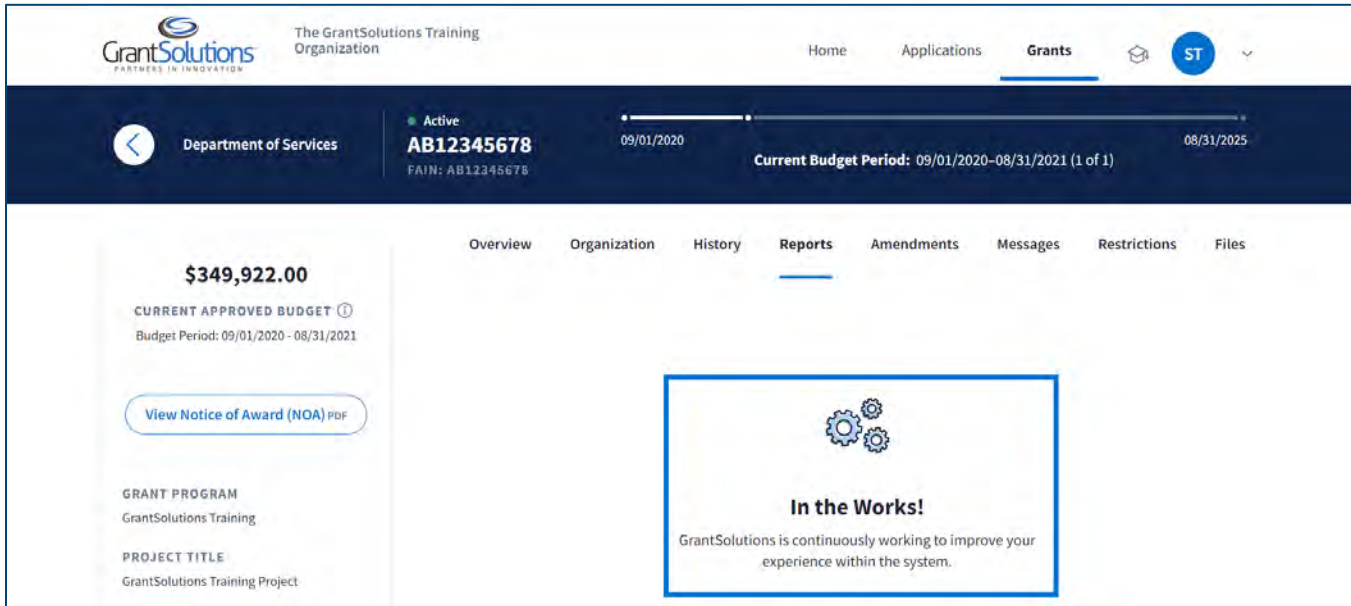
4. Click the **Reports** tab.

The screenshot displays the GrantSolutions web application interface. At the top, the GrantSolutions logo and 'PARTNERS IN INNOVATION' tagline are on the left. The header includes 'GrantSolutions Training Organization', navigation links for 'Home', 'Applications', and 'Grants' (which is active), and a user profile icon labeled 'ST'. Below the header, a dark blue banner contains a back arrow, 'Department of Services', 'Active' status, grant number 'AB12345678', FAIN 'AB12345678', dates '09/01/2020' to '08/31/2025', and 'Current Budget Period: 09/01/2020-08/31/2021 (1 of 1)'. The main content area features a left sidebar with budget information (\$200,000.00), a 'View Notice of Award (NOA) PDF' button, and grant details. The central navigation menu includes 'Overview', 'Organization', 'History', 'Reports' (highlighted with a red box), 'Amendments', 'Messages', 'Restrictions', and 'Files'. The 'Overview' section shows a 'Risk Assessment Warning' about 'Reps & Certs (Financial Assistance) Issue' and 'Post Award Actions' including a 'The Non-Competing Continuation application is in Review' notification.

REPORT, AMENDMENTS, MESSAGES, RESTRICTIONS, AND FILES TABS

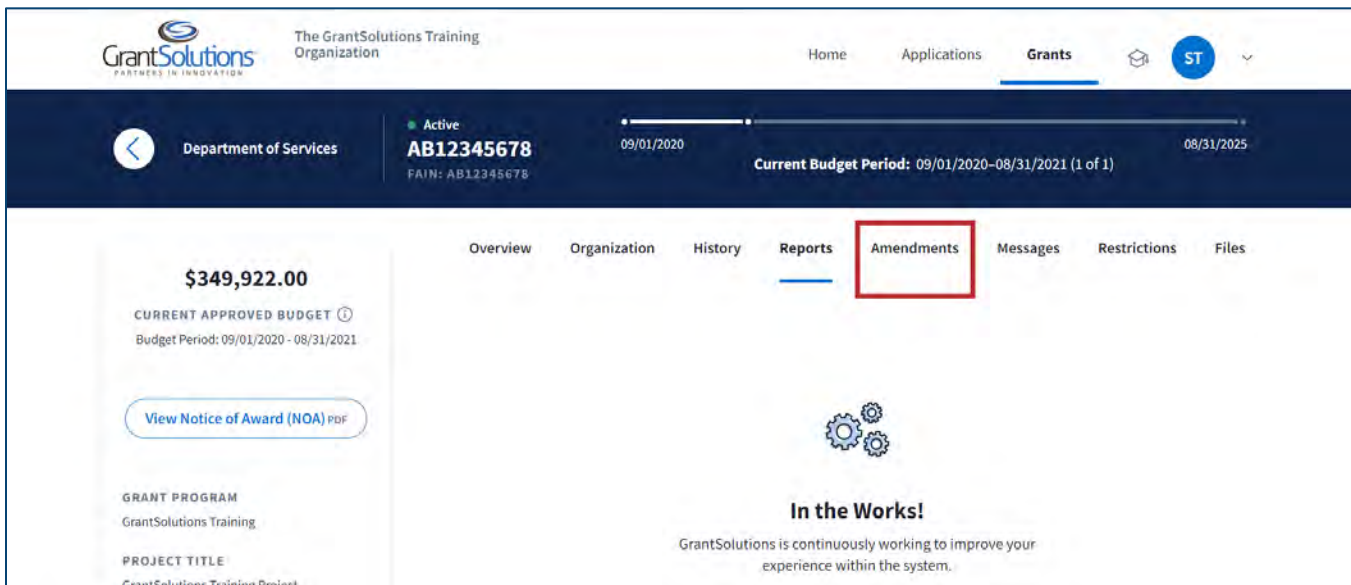
Reports Tab

In the *Reports* tab, the “In the Works!” message appears. The *Reports* tab is currently in development and changes are to be implemented in the future.



The screenshot shows the GrantSolutions interface for the GrantSolutions Training Organization. The top navigation bar includes Home, Applications, and Grants (selected). The user is logged in as ST. The main header displays the Department of Services, Active status, AB12345678, and the Current Budget Period: 09/01/2020–08/31/2021 (1 of 1). The left sidebar shows the current approved budget of \$349,922.00 and a button to View Notice of Award (NOA) PDF. The main content area has tabs for Overview, Organization, History, Reports (selected), Amendments, Messages, Restrictions, and Files. A large message box in the center reads "In the Works!" with the text "GrantSolutions is continuously working to improve your experience within the system."

1. Click the **Amendments** tab.

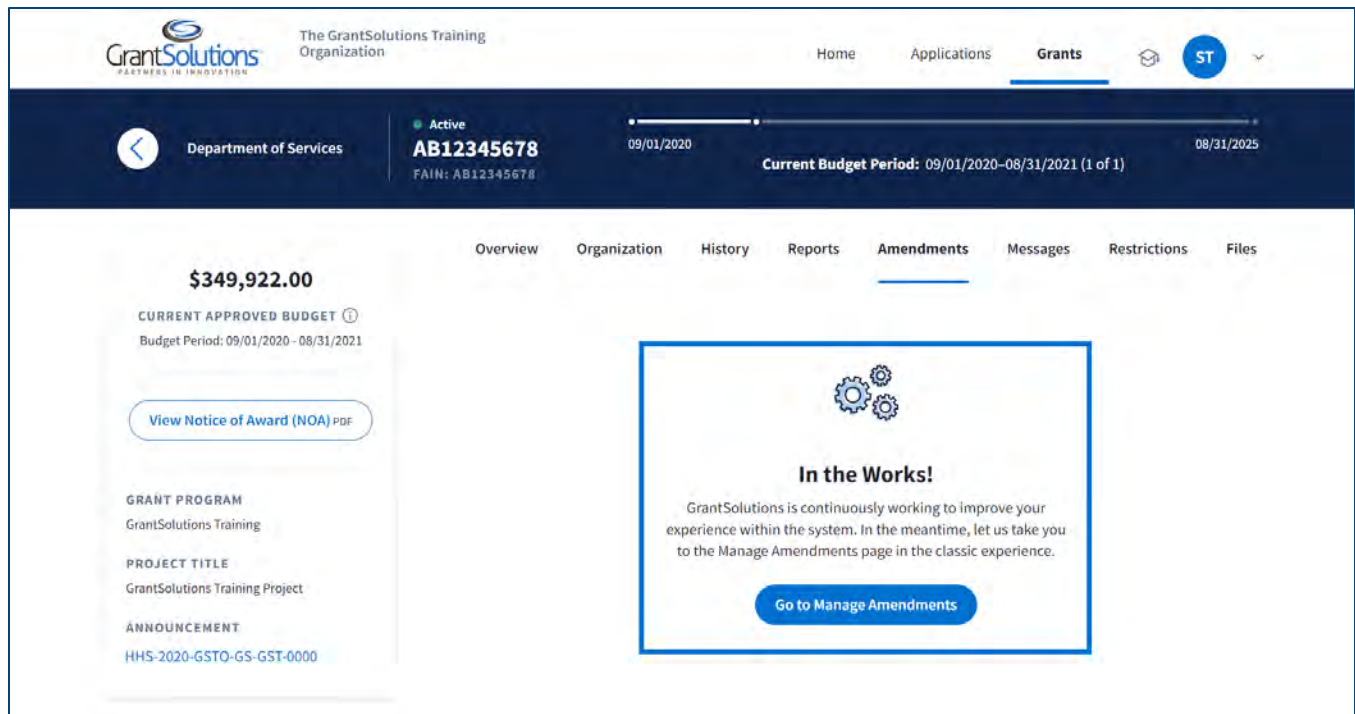


The screenshot shows the GrantSolutions interface for the GrantSolutions Training Organization, with the Amendments tab selected. The top navigation bar and header information are identical to the previous screenshot. The left sidebar also remains the same. The main content area tabs are Overview, Organization, History, Reports, Amendments (selected), Messages, Restrictions, and Files. The "In the Works!" message box is still present in the center of the page.

Amendments Tab

The *Amendments* tab displays the “In the Works!” message. The *Amendments* tab is currently in development and changes are to be implemented in the future, however, to manage amendments in the classic experience, click the *Go to Manage Amendments* button.

Note: For Mandatory Grants Services (MGM) grants, the *Go to Manage Amendments* button is not available. This note is only applicable to the Administration for Community Living (ACL) and the Administration for Children & Families (ACF) users.



The screenshot shows the GrantSolutions interface for a specific grant. The top navigation bar includes the GrantSolutions logo, the text 'The GrantSolutions Training Organization', and links for Home, Applications, and Grants (which is the active tab). A user profile icon with the initials 'ST' is also visible. Below the navigation bar, a dark blue header displays 'Department of Services', 'Active', the grant number 'AB12345678', the FAIN 'AB12345678', and the 'Current Budget Period: 09/01/2020-08/31/2021 (1 of 1)'. The main content area features a tabbed interface with 'Overview', 'Organization', 'History', 'Reports', 'Amendments' (the active tab), 'Messages', 'Restrictions', and 'Files'. On the left, a summary card shows the 'CURRENT APPROVED BUDGET' of '\$349,922.00' for the budget period '09/01/2020 - 08/31/2021', with a link to 'View Notice of Award (NOA) PDF'. Below this, details for the 'GRANT PROGRAM' (GrantSolutions Training), 'PROJECT TITLE' (GrantSolutions Training Project), and 'ANNOUNCEMENT' (HHS-2020-GSTQ-GS-GST-0000) are listed. On the right, a large box with a gear icon contains the message 'In the Works!' and a 'Go to Manage Amendments' button.

The “Manage Amendments” screen appears in a new tab.

GrantSolutions.gov
showMe

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

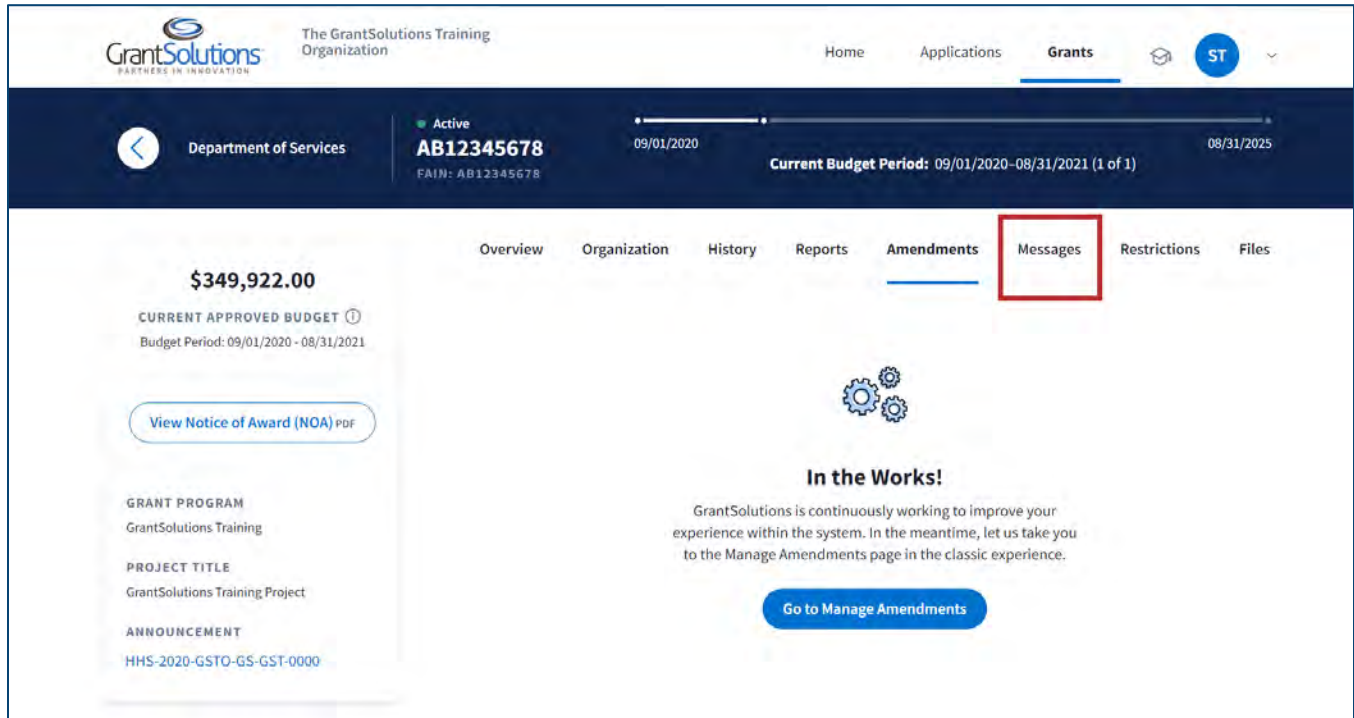
Manage Amendments

Grant Number
Grantee Name
Project Title
individuals with spinal cord injury
Project Start Date
09/01/2020
Project End Date
08/31/2025
Last Issued NGA
08/07/2020 [View NGA](#)

Amendment #	Status	Submitted Date	Type	Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Funding Memo Status	Action
(There are no Amendments found for this Grant.)									

New
Close

1. Click the **Messages** tab.



The screenshot displays the GrantSolutions web application interface. At the top, the GrantSolutions logo and 'PARTNERS IN INNOVATION' tagline are on the left. The header includes 'The GrantSolutions Training Organization' and navigation links for 'Home', 'Applications', and 'Grants'. A user profile icon with 'ST' is on the right. Below the header, a dark blue bar shows 'Department of Services' with a back arrow, 'Active' status, 'AB12345678' FAIN, and 'Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)'. The main content area has a navigation menu with 'Overview', 'Organization', 'History', 'Reports', 'Amendments', 'Messages' (highlighted with a red box), 'Restrictions', and 'Files'. On the left, a summary card shows '\$349,922.00' as the 'CURRENT APPROVED BUDGET' for the period '09/01/2020 - 08/31/2021', with a 'View Notice of Award (NOA) PDF' button. Below this, grant details are listed: 'GRANT PROGRAM: GrantSolutions Training', 'PROJECT TITLE: GrantSolutions Training Project', and 'ANNOUNCEMENT: HHS-2020-GSTO-GS-GST-0000'. The main content area features a 'In the Works!' message with a gear icon, stating that GrantSolutions is improving the system and directing users to the 'Manage Amendments' page via a button.

Messages Tab

The *Messages* tab displays the “In the Works!” message. The *Messages* tab is currently in development and changes are to be implemented in the future.

The screenshot shows the GrantSolutions web application interface. At the top, the logo and navigation menu are visible. The main header displays the grant details: "Department of Services", "Active AB12345678", "09/01/2020", and "Current Budget Period: 09/01/2020-08/31/2021 (1 of 1)". Below the header, a navigation bar includes tabs for Overview, Organization, History, Reports, Amendments, Messages, Restrictions, and Files. The Messages tab is currently selected. On the left, a summary card shows the "CURRENT APPROVED BUDGET" of \$349,922.00 for the budget period 09/01/2020 - 08/31/2021, with a link to "View Notice of Award (NOA) PDF". Below this, the grant program is listed as "GrantSolutions Training" and the project title as "GrantSolutions Training Project". The announcement is "HHS 2020 GS-TO-GS-GST-0000". On the right, a large box with a gear icon and the text "In the Works!" states: "GrantSolutions is continuously working to improve your experience within the system."

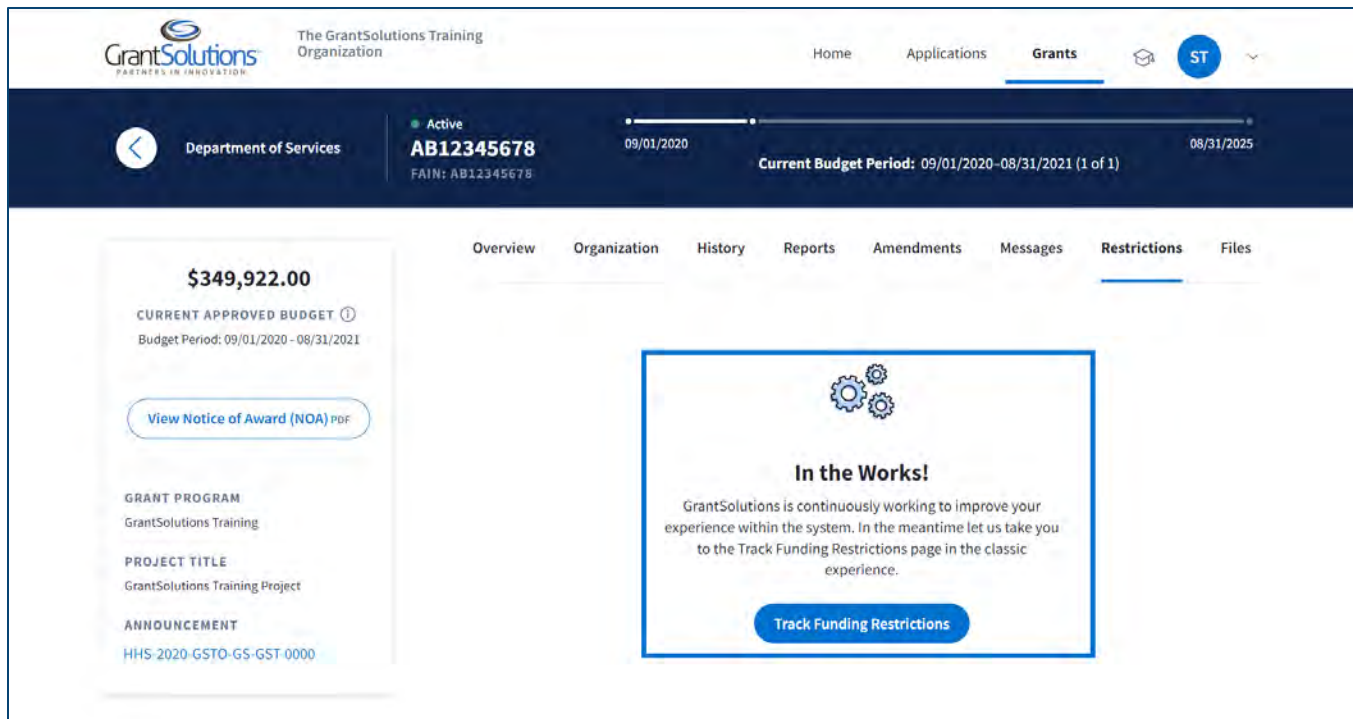
1. Click the **Restrictions** tab.

This screenshot is identical to the previous one, showing the same GrantSolutions interface. However, in this view, the "Restrictions" tab in the navigation bar is highlighted with a red rectangular box, indicating it is the next step in the process.

Restrictions Tab


The *Restrictions* tab displays the “In the Works!” message. The *Restrictions* tab is currently in development and changes are to be implemented in the future, however, to track funding restrictions in the classic experience, click the *Track Funding Restrictions* button.

Note: For Mandatory Grants Services (MGM) grants, the *Track Funding Restrictions* button is unavailable. This note is only applicable to the Administration for Community Living (ACL) and the Administration for Children & Families (ACF) users.



The screenshot shows the GrantSolutions Grants page with the Restrictions tab selected. The page header includes the GrantSolutions logo, the text "The GrantSolutions Training Organization", and navigation links for Home, Applications, Grants, and a user profile icon labeled "ST". Below the header, a dark blue bar displays "Department of Services", "Active AB12345678", "FAIN: AB12345678", and "Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)". The main content area has a tabbed interface with "Overview", "Organization", "History", "Reports", "Amendments", "Messages", "Restrictions", and "Files". The "Restrictions" tab is active, showing a large "In the Works!" message with a gear icon. The message states: "GrantSolutions is continuously working to improve your experience within the system. In the meantime let us take you to the Track Funding Restrictions page in the classic experience." Below this message is a blue button labeled "Track Funding Restrictions". On the left side of the page, there is a summary card for the "CURRENT APPROVED BUDGET" of \$349,922.00 for the budget period 09/01/2020 - 08/31/2021. It includes a link to "View Notice of Award (NOA) PDF" and lists the grant program as "GrantSolutions Training", the project title as "GrantSolutions Training Project", and the announcement as "HHS-2020-GSTO-GS-GST-0000".

The “Tracking Funding Restrictions” screen appears.

 **Track Funding Restrictions**

FUNDING RESTRICTIONS

Organization: The GrantSolutions Training Organization

Project Title: The GrantSolutions Training Project

DUNS: 000000000

UEI:

Grant Number: 00ABCD0000-00-00

Amendment Number: 0

Budget Period Number: 1

FAIN: 00ABCD0000

Application Number: ABCD00000123

Workflow Status: Completed (06/08/2022)

CCR EIN: 000000000

Approved Amount: \$349,922.00

Funds Restricted: No

Project Period: 09/01/2020 - 08/31/2025

Budget Period: 09/01/2020 - 08/31/2021

Application Type: New

Last Updated By/Date: N/A

1. Click the **Files** tab.

The screenshot displays the GrantSolutions Training Organization interface. At the top, the navigation bar includes 'Home', 'Applications', 'Grants', and a user profile 'ST'. Below this, a dark blue header bar shows 'Department of Services', 'Active AB12345678', '09/01/2020', and 'Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)'. The main content area features a left sidebar with grant details: 'CURRENT APPROVED BUDGET \$349,922.00', 'View Notice of Award (NOA) PDF', 'GRANT PROGRAM GrantSolutions Training', 'PROJECT TITLE GrantSolutions Training Project', and 'ANNOUNCEMENT HHS 2020-GSTO-GS-GST-0000'. The top navigation tabs include 'Overview', 'Organization', 'History', 'Reports', 'Amendments', 'Messages', 'Restrictions', and 'Files'. The 'Files' tab is highlighted with a red box. The main content area shows a message 'In the Works!' with a 'Track Funding Restrictions' button.

Files Tab

The *Files* tab displays the "In the Works!" message. The *Files* tab is currently in development and changes are to be implemented in the future.

The screenshot displays the GrantSolutions web application interface. At the top, the GrantSolutions logo and navigation links (Home, Applications, Grants) are visible. The 'Grants' tab is selected, showing a grant summary for 'Department of Services' with grant number 'AB12345678'. The 'Current Budget Period' is '09/01/2020 - 08/31/2021 (1 of 1)'. Below the header, a navigation bar includes tabs for Overview, Organization, History, Reports, Amendments, Messages, Restrictions, and Files. The 'Files' tab is active, displaying a large 'In the Works!' message with a gear icon. To the left, a sidebar shows the 'CURRENT APPROVED BUDGET' of '\$349,922.00' and a 'View Notice of Award (NOA) PDF' button. The sidebar also lists the 'GRANT PROGRAM' (GrantSolutions Training), 'PROJECT TITLE' (GrantSolutions Training Project), and 'ANNOUNCEMENT' (HHS 2020-GSTO-GS-GST-0000).