

Topic Guide: Grant Details – Organization Tab

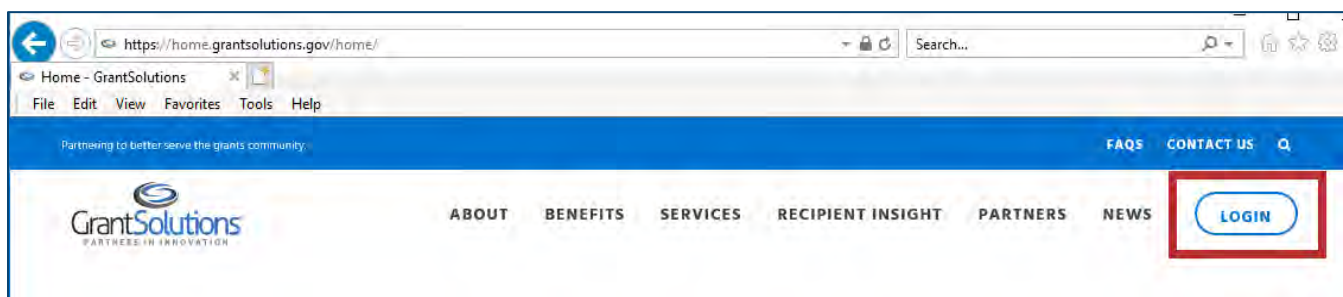
Audience: Grantor (All roles)

INTRODUCTION

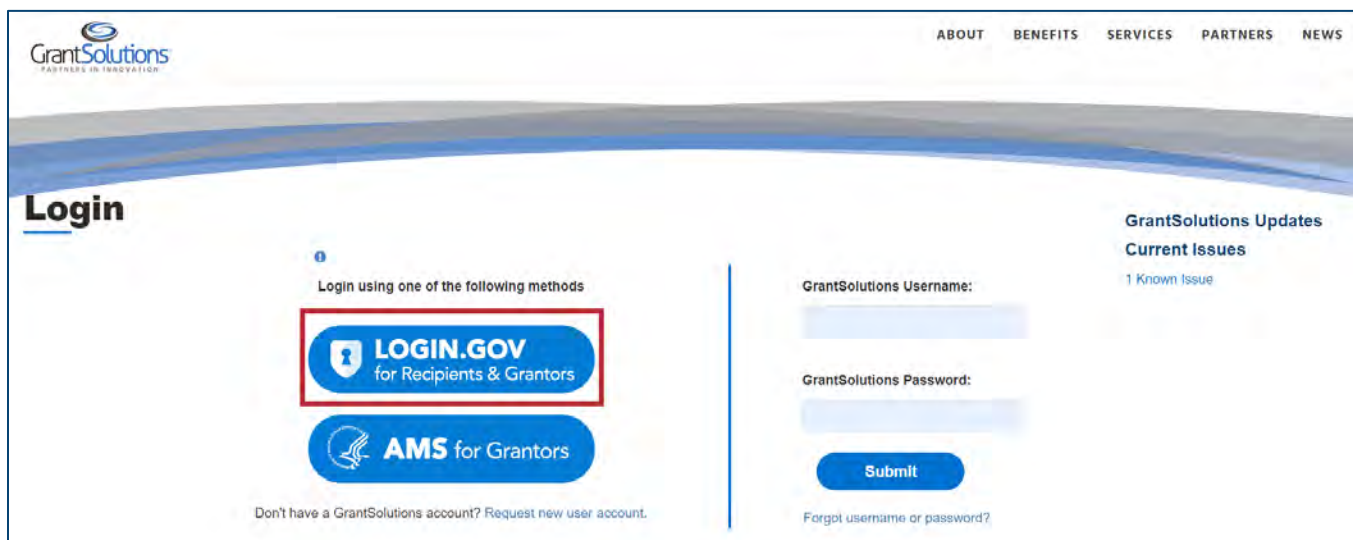
The “Grants List” screen allows users to search for grants and access the “Grants Details” screen. From the “Grant Details” screen, users can access the *Organization* tab. The *Organization* tab contains the *Notice of Award (NOA)*, *Recipient Information*, *Recipient Data Insight*, and *Federal Information* sections.

LOGIN

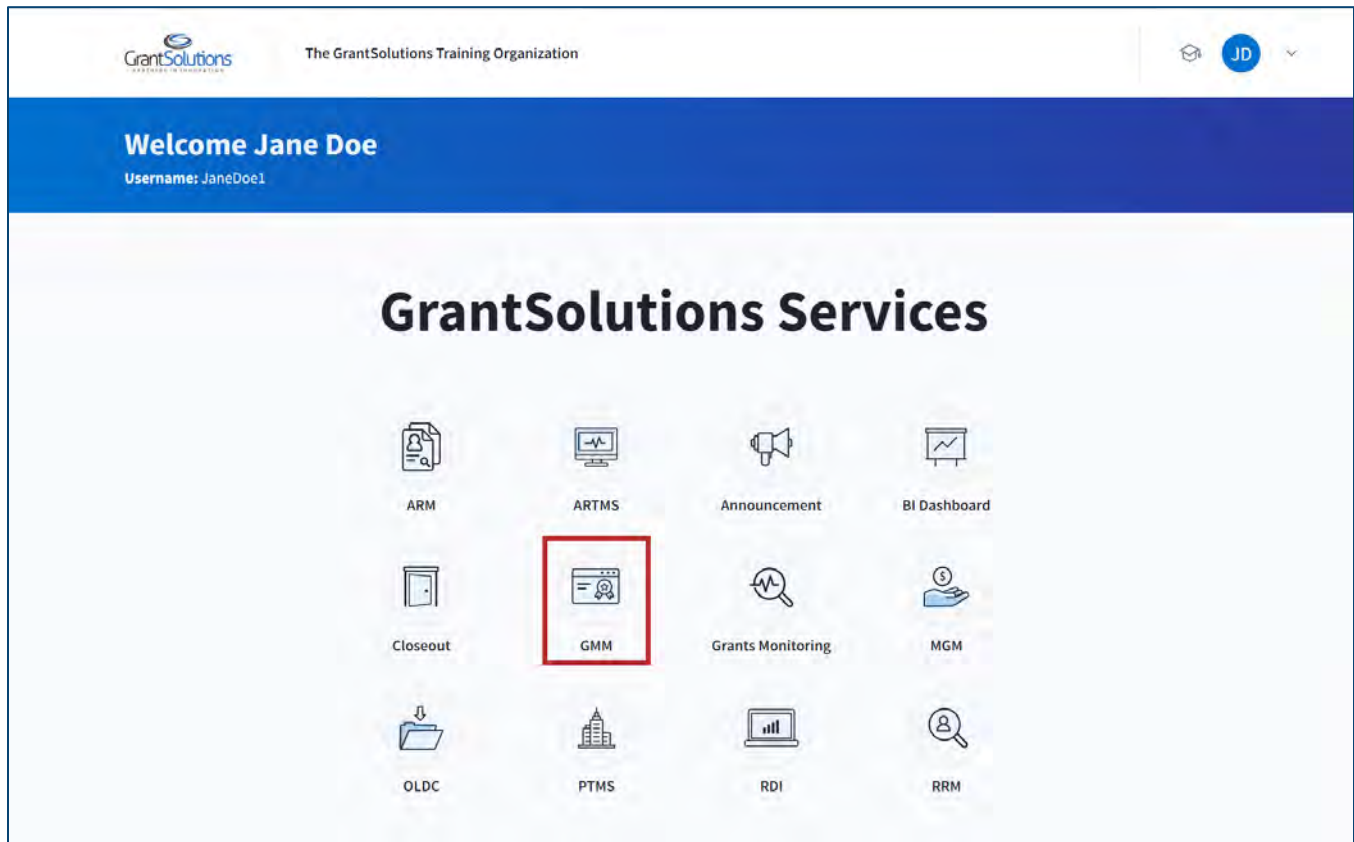
1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.



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

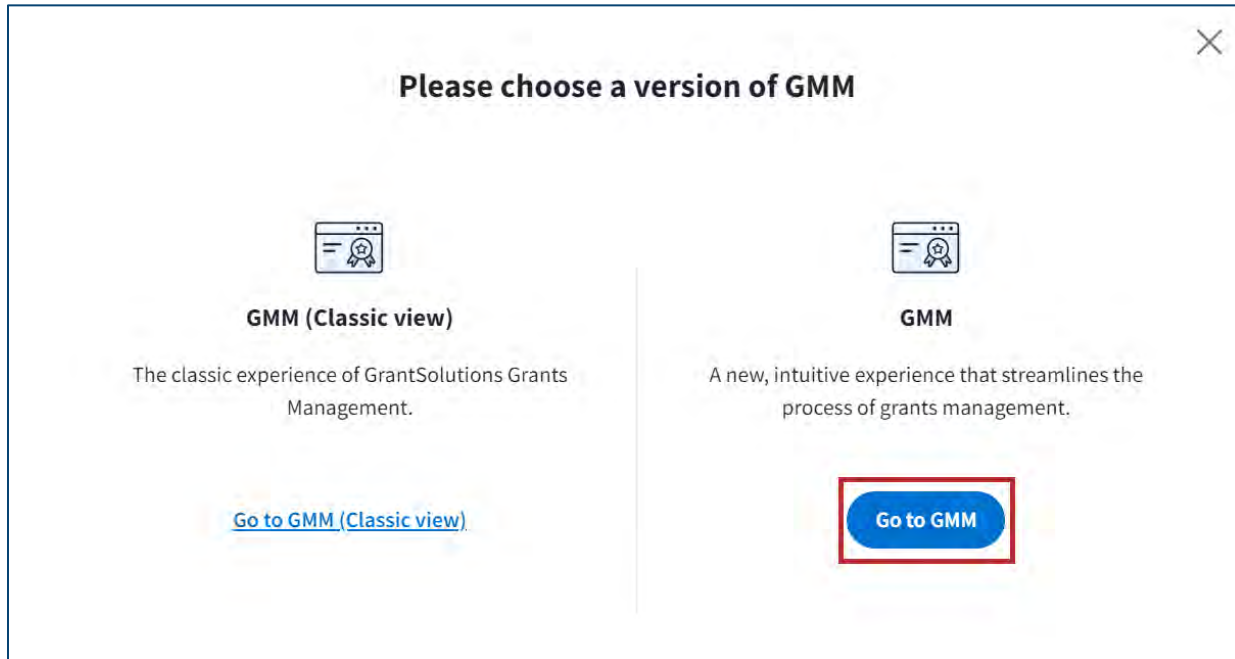


3. The “homepage” appears. Click the **GMM** icon.

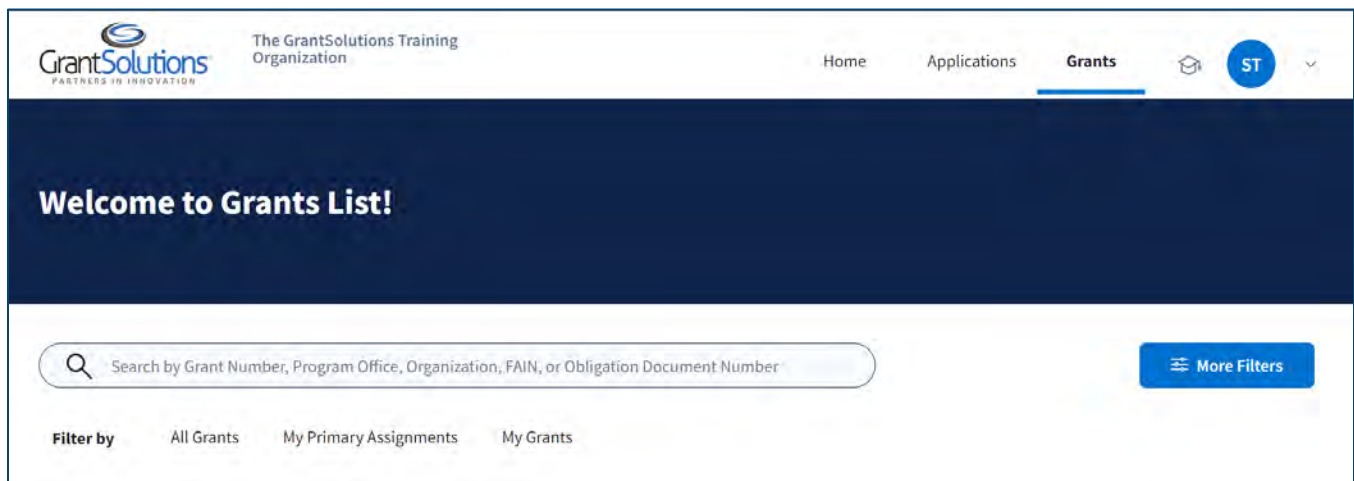


4. The “GMM Navigation” window appears. Click the **Go to GMM** button.

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



The “Grants List” screen appears.

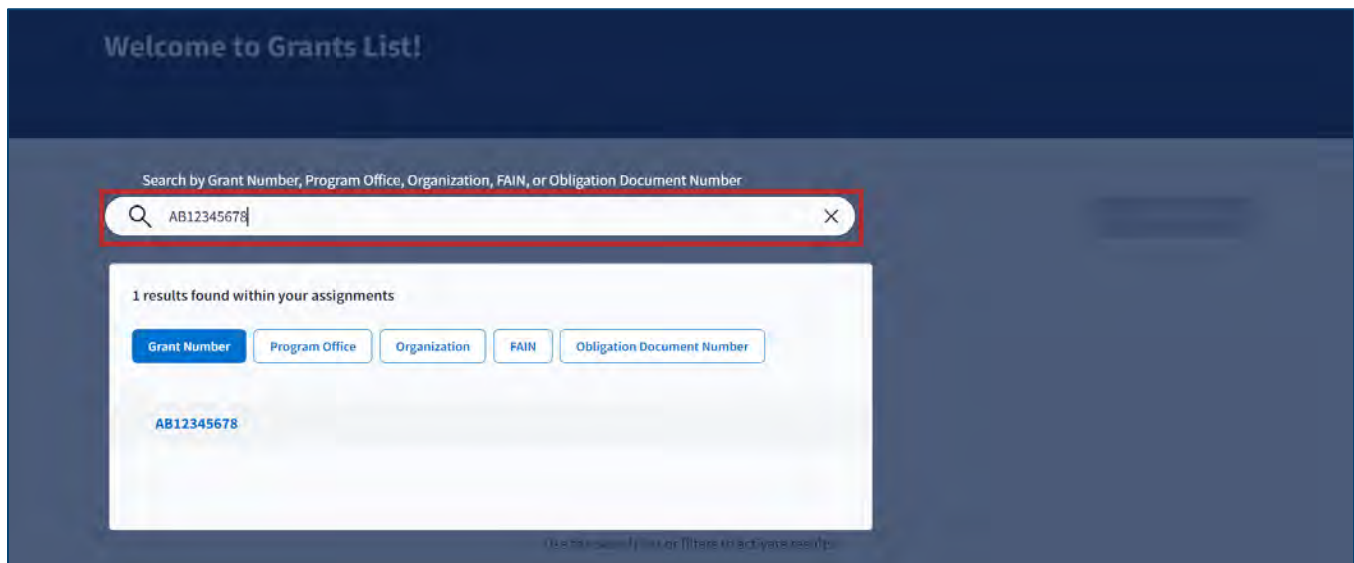


GRANTS DETAILS

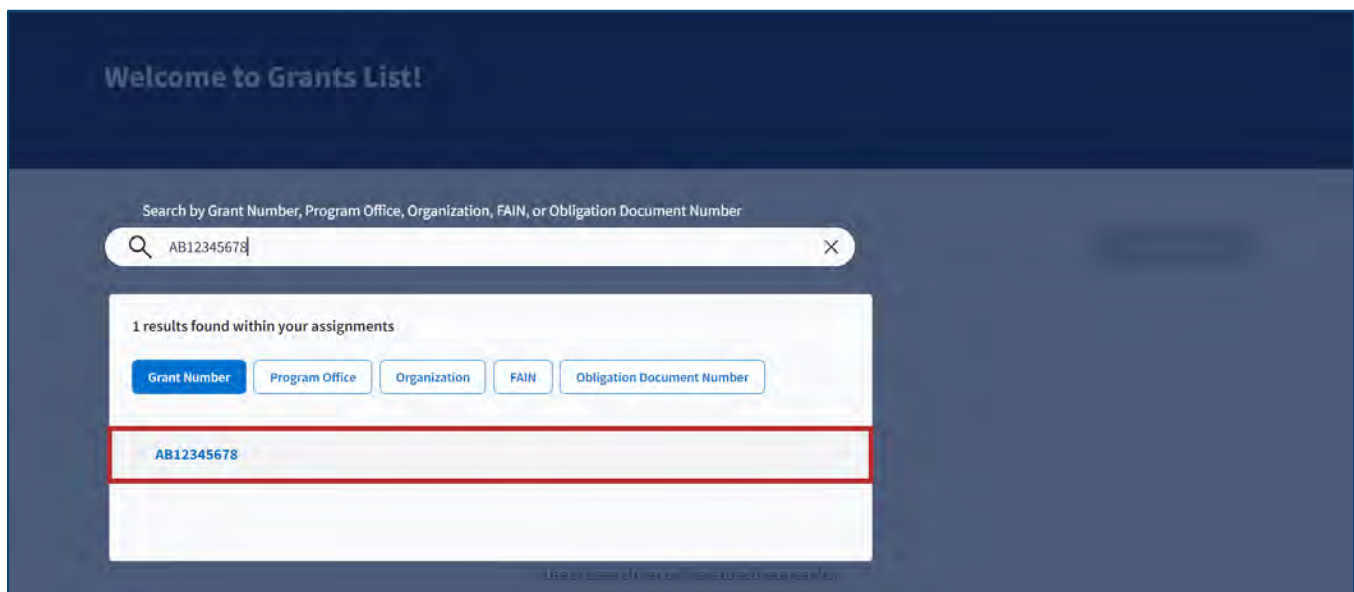
From the “Grants List” screen, a user can search for a grant and access the grant details. To access grant search results and grant details, follow the steps below:

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

Note: Users are able to 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.



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



- 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.

GrantSolutions™ GrantSolutions Training Organization

Home Applications **Grants** ST

Department of Services **Active** **AB12345678** 09/01/2020 08/31/2025
FAIN: AB12345678 **Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)**

Overview Organization History Reports Amendments Messages Restrictions Files

\$200,000.00
CURRENT APPROVED BUDGET ⓘ
Budget Period: 09/01/2020 - 08/31/2021

[View Notice of Award \(NOA\) PDF](#)

GRANT PROGRAM
GrantSolutions Training Organization

PROJECT TITLE
GrantSolutions Training

ANNOUNCEMENT
[GS-2023-DOF-GSO-GST-0000](#)

Risk Assessment Warning

Reps & Certs (Financial Assistance) Issue
The recipient organization has no Reps & Certs (Financial Assistance type) on file.

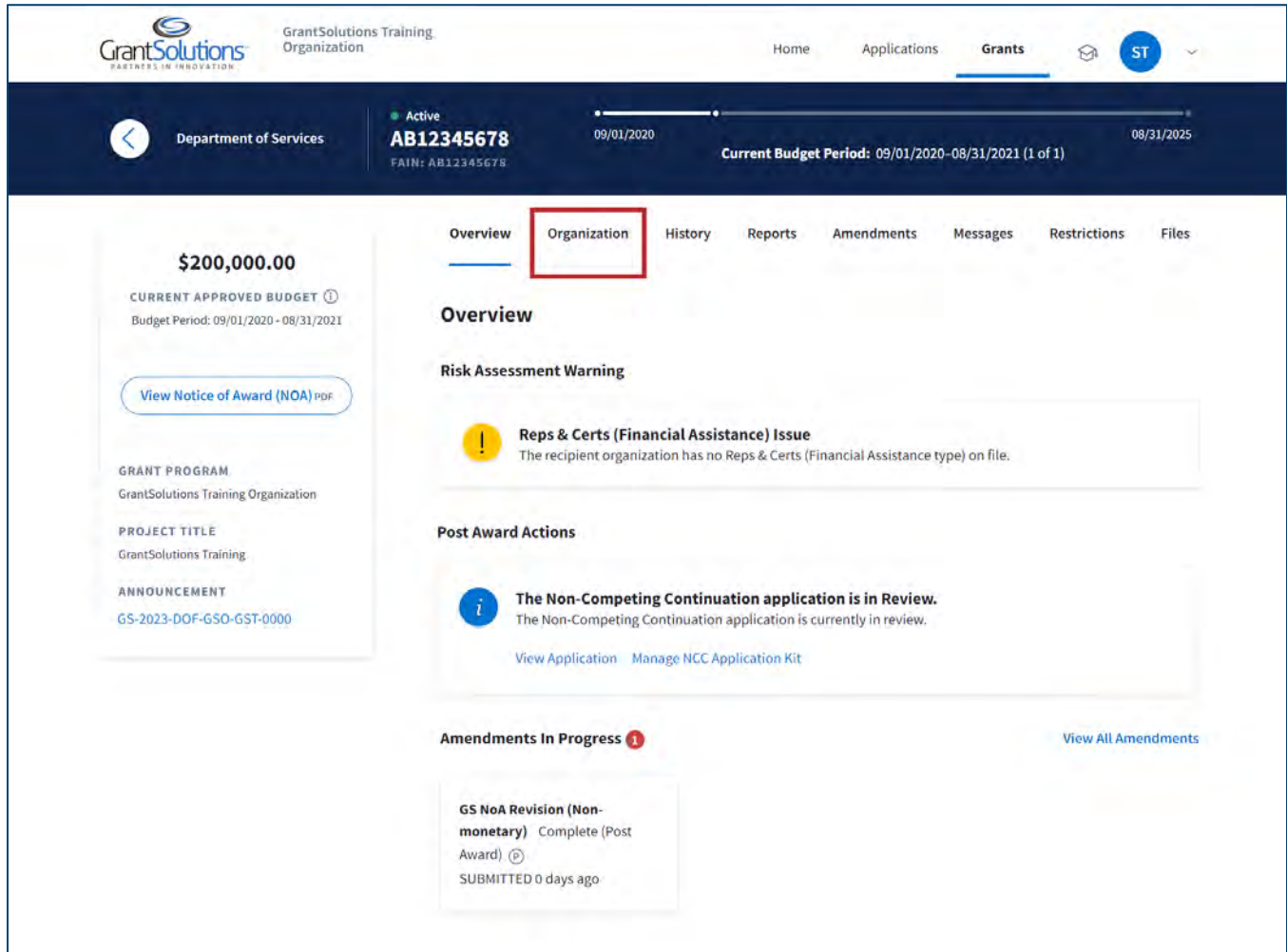
Post Award Actions

The Non-Competing Continuation application is in Review.
The Non-Competing Continuation application is currently in review.
[View Application](#) [Manage NCC Application Kit](#)

Amendments In Progress ⓘ [View All Amendments](#)

GS NoA Revision (Non-monetary) Complete (Post Award) ⓘ
SUBMITTED 0 days ago

4. Click the **Organization** tab.



The screenshot displays the 'Organization' tab for a specific grant. The top navigation bar includes the GrantSolutions logo, the text 'GrantSolutions Training Organization', and links for 'Home', 'Applications', 'Grants' (which is active), and a user profile icon labeled 'ST'. Below this, a dark blue header bar shows a back arrow, 'Department of Services', the grant status 'Active', the grant number 'AB12345678', the start date '09/01/2020', and the 'Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)'. The main content area features a tabbed interface with 'Overview' selected and 'Organization' highlighted with a red box. Other tabs include 'History', 'Reports', 'Amendments', 'Messages', 'Restrictions', and 'Files'. On the left, a summary card shows the 'CURRENT APPROVED BUDGET' of '\$200,000.00' and a link to 'View Notice of Award (NOA) PDF'. Below this, it lists the 'GRANT PROGRAM' as 'GrantSolutions Training Organization', the 'PROJECT TITLE' as 'GrantSolutions Training', and an 'ANNOUNCEMENT' with the code 'GS-2023-DOF-GSO-GST-0000'. The main content area under the 'Organization' tab includes a 'Risk Assessment Warning' about 'Reps & Certs (Financial Assistance) Issue', 'Post Award Actions' with a notice about a 'Non-Competing Continuation application is in Review', and 'Amendments In Progress' with a note about a 'GS NoA Revision (Non-monetary)'.

Organization

Overview

Risk Assessment Warning

Reps & Certs (Financial Assistance) Issue
The recipient organization has no Reps & Certs (Financial Assistance type) on file.

Post Award Actions

The Non-Competing Continuation application is in Review.
The Non-Competing Continuation application is currently in review.
[View Application](#) [Manage NCC Application Kit](#)

Amendments In Progress

GS NoA Revision (Non-monetary) Complete (Post Award) [P](#)
SUBMITTED 0 days ago

ORGANIZATION TAB

In the *Organization* tab, a user can view the *Notice of Award (NOA)*, *Recipient Information*, *Recipient Data Insight*, and *Federal Information* sections.

GrantSolutions Training
Organization

Home Applications **Grants**

ST

Department of Services

Active
AB12345678
FAIN: AB12345678

09/01/2020

Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)

08/31/2025

\$875,000.00

CURRENT APPROVED BUDGET ⓘ
Budget Period: 09/01/2020 - 08/31/2021

View Notice of Award (NOA) PDF

GRANT PROGRAM
GrantSolutions Training

PROJECT TITLE
GrantSolutions Training Project

ANNOUNCEMENT
GS-2020-GSTO-GST-GSTP-0000

Overview **Organization** History Reports Amendments Messages Restrictions Files

Organization

View Notice of Award (NOA) PDF →
Issued: 07/29/2020
Action: New

Recipient Information

ORGANIZATION
Department of Services
EIN: 00-0000000
UEI: Not Available

PROJECT DIRECTOR
JD Jane Doe

AUTHORIZING OFFICIAL
JD John Doe

Recipient Data Insight

View More Details ⓘ

SAM.GOV

FEDERAL DEBT

DO NOT PAY

FAPIS

REPS & CERTS

EXCLUDED PARTIES

Federal Information

Manage Project Assignments ⓘ

PROGRAM OFFICE
GrantSolutions Training

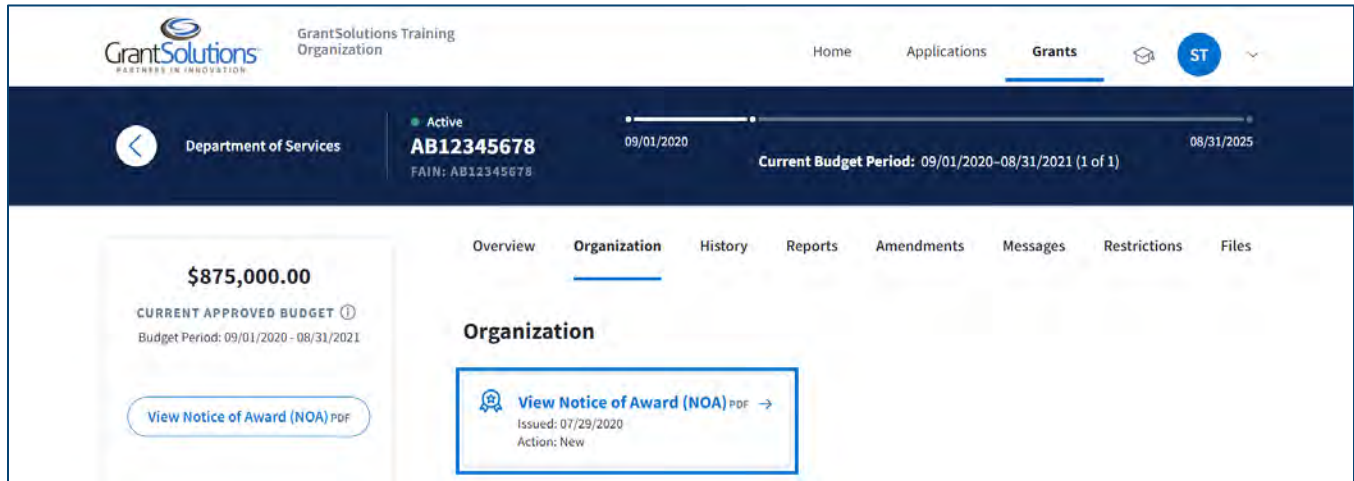
FEDERAL PROJECT OFFICER
JD Jane Doe
FINANCIAL MANAGEMENT OFFICER
JD John Doe

GRANTS MANAGEMENT OFFICER
JS John Smith
GRANT MANAGEMENT SPECIALIST
JS Jane Smith

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Organization

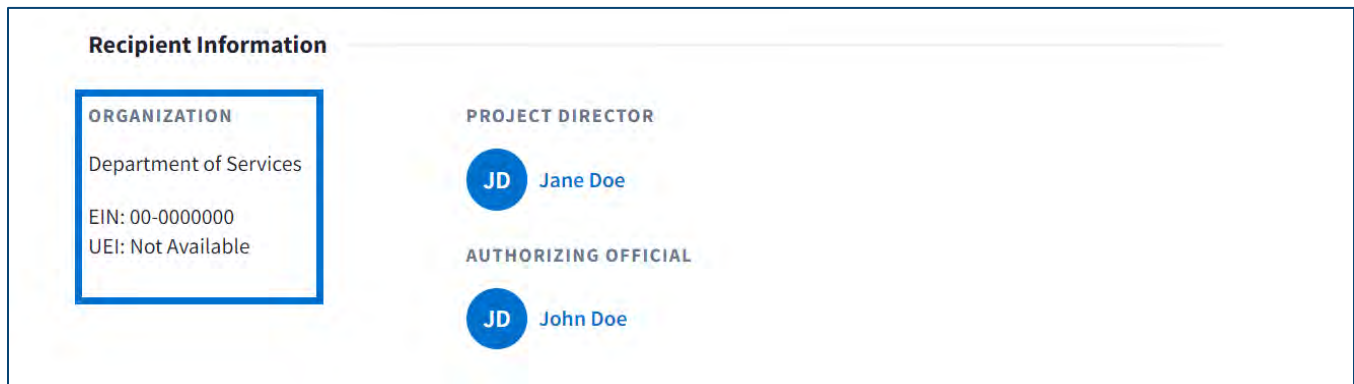
In the *Organization* section, users can review the last issued Notice of Award (NOA) PDF by clicking on the *View Notice of Award (NOA)* hyperlink. A user can also see the date the award was issued and the awards action status.



The screenshot shows the GrantSolutions interface for the Organization tab. The top navigation bar includes the GrantSolutions logo, "GrantSolutions Training Organization", and links for Home, Applications, and Grants (which is active). A user profile icon labeled "ST" is also present. Below the navigation bar, the main content area displays the "Department of Services" and the "Active" status of the grant. The grant number "AB12345678" is prominently displayed, along with the FAIN "AB12345678". The "Current Budget Period" is shown as "09/01/2020 - 08/31/2021 (1 of 1)". A progress bar indicates the budget period. On the left, the "CURRENT APPROVED BUDGET" is listed as "\$875,000.00" with a link to "View Notice of Award (NOA) PDF". On the right, the "Organization" tab is selected, showing a "View Notice of Award (NOA) PDF" link with a document icon. Below this link, the "Issued" date is "07/29/2020" and the "Action" is "New".

Recipient Information

In the *Recipient Information* section, a user can view the *Organization's* name, *EIN*, and *UEI*, if available.



The screenshot shows the "Recipient Information" section. On the left, under the "ORGANIZATION" heading, the "Department of Services" is listed. Below this, the "EIN: 00-0000000" and "UEI: Not Available" are displayed. On the right, the "PROJECT DIRECTOR" is listed as "JD Jane Doe". Below this, the "AUTHORIZING OFFICIAL" is listed as "JD John Doe".

The Recipient Information section displays the organization's *Project Director* and *Authorizing Official* names.

Recipient Information


ORGANIZATION

Department of Services


EIN: 00-0000000

UEI: Not Available

PROJECT DIRECTOR

 Jane Doe

AUTHORIZING OFFICIAL

 John Doe

To view additional contact information, click on the *contact name*.

Recipient Information


ORGANIZATION

Department of Services


EIN: 00-0000000

UEI: Not Available

PROJECT DIRECTOR

 Jane Doe

AUTHORIZING OFFICIAL

 John Doe

The additional information drop-down appears with the *first and last name*, *GrantSolutions role*, *contact address*, and *phone number*.

Recipient Information


ORGANIZATION

Department of Services

EIN: 00-0000000

UEI: Not Available

PROJECT DIRECTOR

 Jane Doe

Jane Doe
Project Director

111 Street
MISSISSIPPI STATE, MS 1111-00000
UNITED STATES

(111) 111-1111

Recipient Data Insight [View More Data](#)

Recipient Data Insight

In the *Recipient Data Insight* (RDI) section, users can view a snapshot of the organization's risk factors. Users can view the *SAM.gov*, *Federal Debt*, *Do Not Pay*, *FAPIS*, *REPTS & CERTS*, and *Excluded Parties* fields that are populated from RDI.

Recipient Data Insight
[View More Details](#)

SAM.GOV 	FAPIS
FEDERAL DEBT 	REPTS & CERTS
DO NOT PAY 	EXCLUDED PARTIES

To access the “Dashboard” screen in RDI, click the *View More Details* hyperlink.

Recipient Data Insight
[View More Details](#)

SAM.GOV 	FAPIS
FEDERAL DEBT 	REPTS & CERTS
DO NOT PAY 	EXCLUDED PARTIES


The “Dashboard” screen opens in a separate window. An overview of the Recipient’s key risk factors, federal grant management portfolio, and potential areas of risk display. For more information about Recipient Data Insights (RDI), please reference the Recipient Data Insights User Guide.





The screenshot displays the 'Dashboard' view of the Recipient Data Insights interface. The top navigation bar includes the 'Insights' logo, a user profile icon labeled 'ST', and a search bar. The main header shows the selected organization, 'Department of Services', with a notification that 'Compliance needs further review' and '990 Data available'. The dashboard is divided into two main sections. On the left, 'Organization Information' shows 'AWARD DOLLARS RECEIVED' as '\$0.00' and lists identifiers: UEI (AB12345678), DUNS (000000000), and EIN (111111111). The organization name is 'Department of Services'. The main 'Dashboard' section features a 'Compliance' alert with a yellow warning icon and a 'Download Compliance PDF' link. Below this, three status boxes are displayed: 'SAM.GOV' with a yellow warning icon and 'Registration Inactive' (Expired: 09/02/2023), 'FEDERAL DEBT' with a green checkmark and 'No Debt Reported' (No Delinquent Federal Debt), and 'DO NOT PAY' with a green checkmark and 'Not Included on IRS Tax Exempt Revocation List'. A source note at the bottom right reads 'Source: Automatic Revocation of Exemption List'.

Federal Information

In the *Federal Information* section, users can manage and view project assignments.

Federal Information


 [Manage Project Assignments](#)



PROGRAM OFFICE	FEDERAL PROJECT OFFICER	GRANTS MANAGEMENT OFFICER
GrantSolutions Training	 Jane Doe	 John Smith
	FINANCIAL MANAGEMENT OFFICER  John Doe	GRANT MANAGEMENT SPECIALIST  Jane Smith

To manage project assignments, click the *Manage Project Assignments* hyperlink.

Note: This link only appears for the Discretionary grants in GMM.

Federal Information

 [Manage Project Assignments](#)

PROGRAM OFFICE	FEDERAL PROJECT OFFICER	GRANTS MANAGEMENT OFFICER
GrantSolutions Training	 Jane Doe	 John Smith
	FINANCIAL MANAGEMENT OFFICER  John Doe	GRANT MANAGEMENT SPECIALIST  Jane Smith

The “Manage Project Assignments” screen opens in a new tab. For more information about project assignments, please refer to the GrantSolutions Project Assignments User Guide.

Project Assignments

Organization: [Organization Name]
Grant Number: [Grant Number] DUNS: [DUNS] UET: null
Display: ☒ All Users ☐ Grantees ☐ Grantors
Active Assignments | New Assignments | Expired Assignments

Assigned	Name / Email	Username	Role	Primary	Start Date	End Date	Add Role
<input checked="" type="checkbox"/>	[Name]	P [Username]	Project Officer	<input checked="" type="checkbox"/>	07/23/2020		
<input checked="" type="checkbox"/>	[Name]	P [Username]	Project Officer	<input checked="" type="checkbox"/>	07/23/2020		
<input checked="" type="checkbox"/>	[Name]	P [Username]	Financial Management Officer	<input checked="" type="checkbox"/>	07/23/2020		
<input checked="" type="checkbox"/>	[Name]	P [Username]	Financial Management Officer	<input checked="" type="checkbox"/>	07/24/2020		
<input checked="" type="checkbox"/>	[Name]	[Username]	Project Officer	<input type="checkbox"/>	07/24/2020		
<input checked="" type="checkbox"/>	[Name]	P [Username]	Financial Management Officer	<input checked="" type="checkbox"/>	07/24/2020		Add PI/PO Role
<input checked="" type="checkbox"/>	[Name]	P [Username]	Grant Management Specialist	<input checked="" type="checkbox"/>	06/10/2021		
<input checked="" type="checkbox"/>	[Name]	P [Username]	Grant Management Specialist	<input checked="" type="checkbox"/>	07/24/2020		

☒ Primary Assignment
Save Save & Close Cancel

[LIVE CHAT](#)

In the *Federal Information* section a user can also view the *Program Office*, *Federal Project Officer*, *Financial Management Officer*, *Grants Management Officer*, and *Grant Management Specialist* (if available).

Federal Information

[Manage Project Assignments](#)

PROGRAM OFFICE	FEDERAL PROJECT OFFICER	GRANTS MANAGEMENT OFFICER
GrantSolutions Training	JD Jane Doe	JS John Smith
	FINANCIAL MANAGEMENT OFFICER	GRANT MANAGEMENT SPECIALIST
	JD John Doe	JS Jane Smith

To view additional contact information, click the *contact name* or the *initial icon*.

Federal Information

[Manage Project Assignments](#)

PROGRAM OFFICE
GrantSolutions Training

FEDERAL PROJECT OFFICER

Jane Doe

FINANCIAL MANAGEMENT OFFICER

John Doe

GRANTS MANAGEMENT OFFICER

John Smith

GRANT MANAGEMENT SPECIALIST

Jane Smith

The additional information drop-down appears with the *first and last name*, *GrantSolutions role*, *contact address*, and *phone number*.

Federal Information

[Manage Project Assignments](#)

PROGRAM OFFICE
GrantSolutions Training

FEDERAL PROJECT OFFICER

Jane Doe

Jane Doe
Federal Project Officer
 1 Street
DC
UNITED STATES
 (111) 111-1111

GRANTS MANAGEMENT OFFICER

John Smith

GRANT MANAGEMENT SPECIALIST

John Doe