

Grantor Notifications in the GrantSolutions Grants Management Services (GMM)

Audience: Federal Staff and Federal Contractors

PURPOSE

This Quick Sheet instructs Grantor users of the automatic notifications enabled in the GrantSolutions Grants Management Services (GMM) on how to turn them on or off, when they are sent, which GrantSolutions roles receive them, and a sample email text.

Note: Notifications may vary as determined by the Partner agency.

MANAGE GRANTOR NOTIFICATIONS

If a user is assigned to a grant, the GMM sends essential email notifications when the following actions occur:

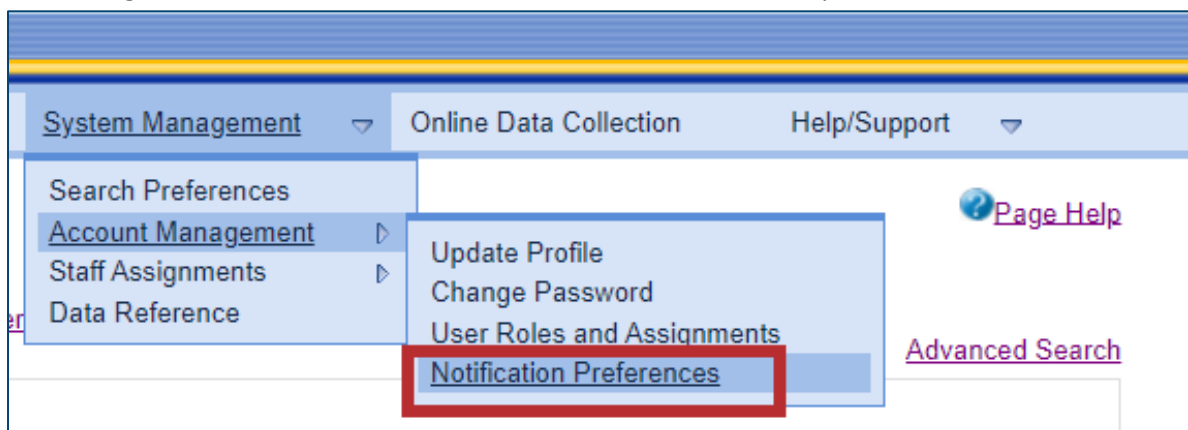
- A correspondence note is added
- An action is ready to be performed
- An action is complete

MODIFY NOTIFICATION PREFERENCE

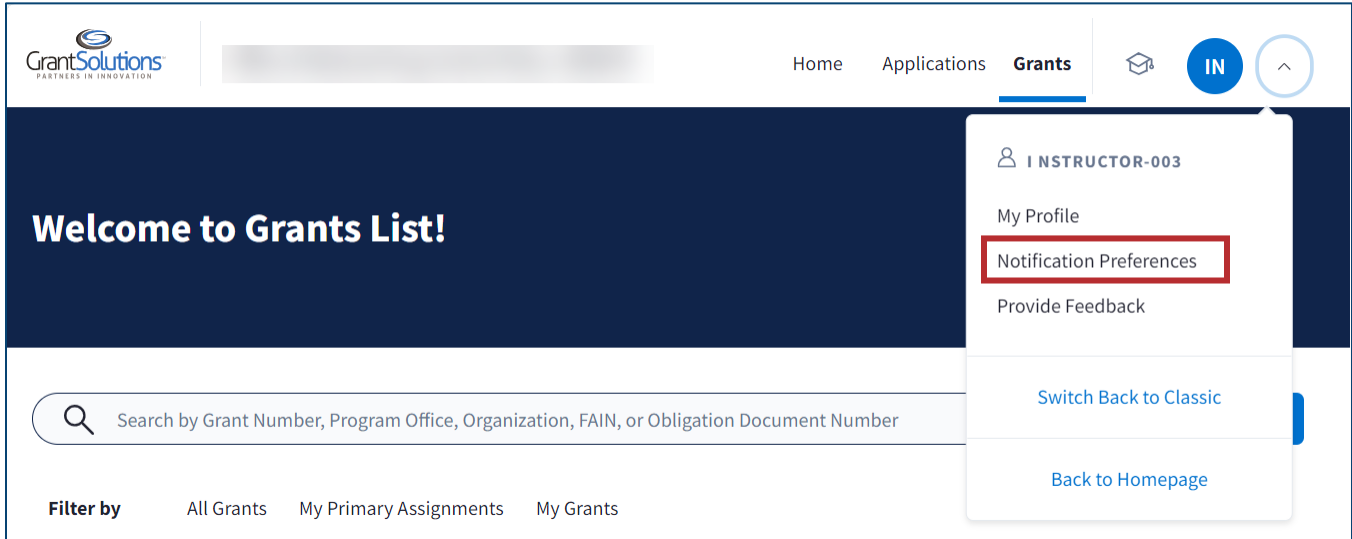
Although all notifications are turned on by default when a user first accesses the system, the user can modify notification preferences.

Note: Please follow your Federal Agency's process on system email notifications.

1. Log into the GrantSolutions GMM (www.grantsolutions.gov). For Login information and instruction, please view the GrantSolutions Login Quick Sheet.
2. To access the Notification Preferences screen, follow either instruction below:
 - a. From the classic menu bar, click the **System Management** drop-down, then click the **Account Management** sub menu and click the **Notification Preferences** option.



- b. From the new experience “Grants List” screen, click the **Initials icon** drop-down and select the **Notification Preferences** option.



The screenshot displays the GrantSolutions Grants List interface. The top navigation bar includes the GrantSolutions logo, a search bar, and links for Home, Applications, and Grants. A user profile icon (initials 'IN') is visible in the top right corner. Below the navigation bar, a large dark blue banner reads "Welcome to Grants List!". A search bar is positioned below the banner, with the placeholder text "Search by Grant Number, Program Office, Organization, FAIN, or Obligation Document Number". Below the search bar, there are filter options: "Filter by", "All Grants", "My Primary Assignments", and "My Grants". On the right side, a user menu is open, showing the user's name "INSTRUCTOR-003" and several options: "My Profile", "Notification Preferences" (highlighted with a red box), "Provide Feedback", "Switch Back to Classic", and "Back to Homepage".

The “Notification Preferences” screen appears. Notification actions are grouped by *Global*, *Award*, *Pre-Award*, *Post-Award*, and *Federal Financial Report (FFR)*.

Notification Preferences

Global Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Correspondence Application Note Added	<input checked="" type="checkbox"/>
Correspondence Grant Note Added	<input checked="" type="checkbox"/>
Internal Application Note Added	<input checked="" type="checkbox"/>
Internal Grant Note Added	<input checked="" type="checkbox"/>

Award Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Award Finalized	<input checked="" type="checkbox"/>
Award Processing Action	<input checked="" type="checkbox"/>
Award Recalled for Modifications	<input checked="" type="checkbox"/>
Draft Award Rejected	<input checked="" type="checkbox"/>
Grantee Accepted Award	<input checked="" type="checkbox"/>
Grantee Declined Award	<input checked="" type="checkbox"/>
Post GAO Release Delay	<input checked="" type="checkbox"/>

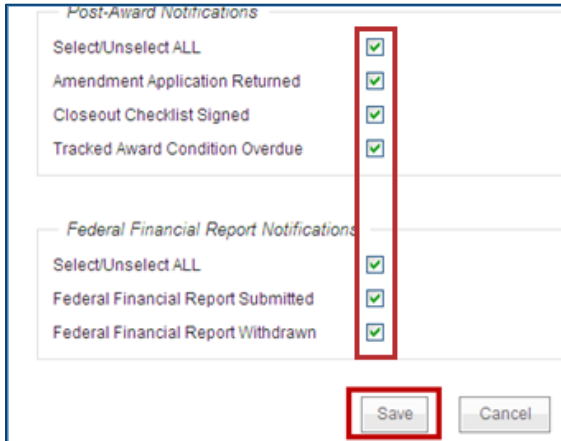
Pre-Award Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Amendment Submitted No Prior Approval	<input checked="" type="checkbox"/>
Amendment Submitted No Prior Approval	<input checked="" type="checkbox"/>
Amendment Submitted Prior Approval Required	<input checked="" type="checkbox"/>
Amendment Submitted Prior Approval Required	<input checked="" type="checkbox"/>
Application Marked Ineligible	<input checked="" type="checkbox"/>
Application Returned	<input checked="" type="checkbox"/>
Application Uncompleted for Modifications	<input checked="" type="checkbox"/>
Application is Ready For Approval	<input checked="" type="checkbox"/>
Budget Period Expired without Non-Competing Kit	<input checked="" type="checkbox"/>
CMS Funding Memo Approved	<input checked="" type="checkbox"/>
Commitment Accounting - Create	<input checked="" type="checkbox"/>

Commitment Accounting Approval Required	<input checked="" type="checkbox"/>
Commitment Accounting Disposition List Change	<input checked="" type="checkbox"/>
Commitment Accounting NGA Generated	<input checked="" type="checkbox"/>
Commitment Accounting Ready for Approval	<input checked="" type="checkbox"/>
Commitment Sent to Accounting	<input checked="" type="checkbox"/>
External CCA Amendment process	<input checked="" type="checkbox"/>
External CDC New Application process	<input checked="" type="checkbox"/>
External DSA Amendment process	<input checked="" type="checkbox"/>
External NCC Amendment process	<input checked="" type="checkbox"/>
External New Application process	<input checked="" type="checkbox"/>
Funding Memo Approved	<input checked="" type="checkbox"/>
Funding Memo Disapproved	<input checked="" type="checkbox"/>
Funding Memo Processing Action	<input checked="" type="checkbox"/>
Funding Memo Rejected	<input checked="" type="checkbox"/>
Funding Memo Reopened	<input checked="" type="checkbox"/>
Multi Project Commitment Accounting Ready for Approval	<input checked="" type="checkbox"/>
Non-Competing Fast Track Report	<input checked="" type="checkbox"/>
Non-Competing Application Due Date Past	<input checked="" type="checkbox"/>
Past Due Application Submitted	<input checked="" type="checkbox"/>
Past Due Competing Application Submitted	<input checked="" type="checkbox"/>
Past Due Non-Competing Application Submitted	<input checked="" type="checkbox"/>
Project entered Fed-Late Non-Competing Status	<input checked="" type="checkbox"/>
Project in Non-Competing Time Frame (Grants Staff)	<input checked="" type="checkbox"/>
Project in Non-Competing Time Frame (Program Staff)	<input checked="" type="checkbox"/>
Withdrawn from Program Review	<input checked="" type="checkbox"/>
<hr/>	
<i>Post-Award Notifications</i>	
Select/Unselect ALL	<input checked="" type="checkbox"/>
Amendment Application Returned	<input checked="" type="checkbox"/>
Closeout Checklist Signed	<input checked="" type="checkbox"/>
Tracked Award Condition Overdue	<input checked="" type="checkbox"/>
<hr/>	
<i>Federal Financial Report Notifications</i>	
Select/Unselect ALL	<input checked="" type="checkbox"/>
Federal Financial Report Submitted	<input checked="" type="checkbox"/>
Federal Financial Report Withdrawn	<input checked="" type="checkbox"/>
<hr/>	
<div>Save</div> <div>Cancel</div>	

3. By default, all notification checkboxes are selected. To turn off notifications, deselect the appropriate **checkboxes** and click the **Save** button.

Note: It is best practice to leave all notifications turned on in the GrantSolutions GMM until determining which notifications are necessary.



Notification Category	Notification	Status
Post-Award Notifications	Select/Unselect ALL	<input checked="" type="checkbox"/>
	Amendment Application Returned	<input checked="" type="checkbox"/>
	Closeout Checklist Signed	<input checked="" type="checkbox"/>
	Tracked Award Condition Overdue	<input checked="" type="checkbox"/>
Federal Financial Report Notifications	Select/Unselect ALL	<input checked="" type="checkbox"/>
	Federal Financial Report Submitted	<input checked="" type="checkbox"/>
	Federal Financial Report Withdrawn	<input checked="" type="checkbox"/>

NOTIFICATION DETAILS

Understanding the type of notification, the roles that receive it, and the email text is important for determining which notifications are necessary and which can be turned off.

The GMM Grantor roles are as follows:

- Program Office
 - Administrative Director (AD)
 - Program Data Analyst (DA)
 - Program Office Director (OD)
 - Program Authorizing Official (AO)
 - Deputy Authorizing Official (DAO)
 - Program Budget Officer (PBO)
 - Program Coordinator (PC)
 - Program Officer (PO)
 - Program Support Staff (PSS)
 - Research Director (RD)
- Grants Office
 - Grants Management Officer (GMO)
 - Grants Quality Control (GQC)
 - Grants Management Specialist (GMS)
 - Grants Support Staff (GSS)
- Financial Office
 - Financial Management Officer (FMO)

Global Notifications

The table below contains the list of Global notifications, the roles that receive the messages, and the email text:

Notification Action	Role Receiving Notification	Email Text
Correspondence Application Note Added	<p>Awarded Grant: All Grantor staff (Program and Grants Staff) with an active grant assignment</p> <p>Application (not an Awarded Grant): All Grantor staff (Program and Grants Staff) assigned to the Grant Service Office and Program Service Office</p>	<p>Subject: Application# (<Applicant Organization Name>) - Application Note added by <First Last name of author></p> <p>Text: An application note has been added by <First Last name of author> for Application# (<Applicant Organization Name>) Organization Name: <Applicant Organization Name> Application#: Grant#: Program Service Office: Program: Grant Program:</p>
Correspondence Grant Note Added	<p>All Grantor staff (Program and Grant) with an active assignment to the Grant</p>	<p>Subject: Grant# (<Grantee Organization Name>) - Grant Note added by <First Last name of author></p> <p>Text: A grant note has been added by <First Last name of author> for Grant# (<Grantee Organization Name>) Grantee: Grant#: Program Service Office: Program: <Program Name> Grant Program:</p>

Award Notifications

The table below contains the list of Award notifications, the roles that receive the messages, and the email text:

Notification Action	Role Receiving Notification	Email Text
Award Finalized	Grants Staff: GMO, GMS, GQC Program Staff: PO, PBO, FMO, PC, OD, AD, DAO, AO	<p>Subject: The Grant for <Grantee Org Name> (<grant#>) has been awarded.</p> <p>Text: The Grant/Cooperative Agreement for Grant# xxx has been awarded and released. To view the award in GrantSolutions, please click the grant number below or click the following URL [Link to Grant].</p> <p>If you do not have a Grantee account, please complete the Grantee Account Registration form and submit it to the Help Desk. After verification from the Grants Service Office associated with this award, the Help Desk will inform you of your new account information. Please follow the instructions provided in the form.</p> <p>Organization: <Grantee/Applicant Org Name> Grant#: Application#: Application Type: Program Office: Grant Program: Project Title: Agency:</p>

Notification Action	Role Receiving Notification	Email Text
Award Processing Action	<p>Staff with an active Grant Assignment receive the following notifications when the award has transitioned to one of the below statuses on the Award Processing screen:</p> <p>In Review: GMO and GQC</p> <p>Ready for Budget Officer Review: PBO</p> <p>Ready for Program Officer Approval: PO</p> <p>Ready for Program Manager Approval: PC</p> <p>Ready for Program Director Approval: OD</p> <p>Ready for Administrative Review: AD</p> <p>Ready for Authorization Review: DAO</p> <p>Ready for Final Approval: AO</p> <p>Ready to Certify: FMO</p> <p>Ready to Issue: GMO, GMS, GQC</p> <p>Notification Delay: GMO, GMS, GQC, PO, PBO, FMO, PC, OD, AD, DAO, AO</p> <p>Ready For AO Release: AO</p> <p>Sent to Accounting: GMO, GMS, GQC</p> <p>Accounting Rejection: GMO, GMS, GQC</p> <p>Pre-Complete Delay: GMO, GMS, GQC, PO, PBO, FMO, PC, OD, AD, DAO, AO</p> <p>Completed: GMO, GMS, GQC</p> <p>Pre-Complete Delay: GMO, GMS, GQC, PO PBO, FMO, PC, OD, AD, DAO, AO</p> <p>Reject Action: GMO, GMS, GQC</p> <p>Recall Action: GMO, GMS, GQC</p> <p>Accept Action: GMO, GMS, GQC</p> <p>Decline Action: GMO, GMS, GQC</p>	<p>Subject: Draft (Notice of Grant Award) NGA for <Grantee Org Name><grant#> has been forwarded for your review.</p> <p>Text: The draft NGA for Grant# has been forwarded for your review.</p> <p>Award Workflow Status: Organization: Draft Grant#: Application#: Amendment Type: (Amendment Type) if application type is amendment Program Office: Grant Program:</p> <p>To review this action in GrantSolutions, please click the grant number above or use the following URL [Link to Grant].</p>

Notification Action	Role Receiving Notification	Email Text
Award Recalled for Modifications	Assigned GMO, GMS, GQC	<p>Subject: Draft NGA for <Grantee Org Name><grant#> has been recalled.</p> <p>Text: The draft NGA for Grant# has been recalled by the Grants Servicing Office for modification. Organization: Draft Grant#: Application#: Application Type: Program Office: Grant Program: To review this action in GrantSolutions, please click the grant number above or use the following URL [Link to Grant].</p>
Draft Award Rejected	GMO, GMS, GQC	<p>Subject: Draft NGA for <Grantee Org Name><grant#> has been rejected.</p> <p>Text: The draft NGA for Grant# has been rejected and requires your review. Organization: Draft Grant#: Application#: Application Type: Supplement/Amendment: Amendment Type: Program Office: Grant Program: To review this action in GrantSolutions, please click the grant number above or use the following URL [Link to Grant].</p>

Notification Action	Role Receiving Notification	Email Text
Grantee Accepted Award	Assigned GMO, GMS, GQC	<p>Subject: The NGA for <Grantee Org Name><grant#> has been accepted by the Grantee.</p> <p>Text: The NGA for Grant# has been accepted by the Grantee. Organization: Draft Grant#: Application#: Application Type: Program Office: Grant Program: To review this action in GrantSolutions, please click the grant number above or use the following URL [Link to Grant].</p>

Notification Action	Role Receiving Notification	Email Text
Grantee Declined Award	Assigned GMO, GMS, GQC	<p>Subject: The NGA for <Grantee Org Name><grant#> has been declined by the Grantee.</p> <p>Text: The NGA for Grant# has been declined by the Grantee.</p> <p>Organization: Draft Grant#: <FULL grant# including SY and Revision#> Application#: Application Type: New/Competing Continuation/Directed Supplement/Amendment BEGIN Amendment Type: (Amendment Type) if application type is amendment END</p> <p>Program Office: Grant Program:</p> <p>To review this action in GrantSolutions, please click the grant number above or use the following URL.</p>

Pre-Award Notifications

The table below contains the list of Pre-Award notifications, the roles that receive the messages, and the email text:

Notification Action	Role Receiving Notification	Email Text
Amendment Submitted No Prior Approval	Assigned GMS and Assigned PO/PC/OD	<p>Subject: Amendment Submitted for <Grantee Org Name> (Grant#)</p> <p>Text: An amendment for <Grantee Org Name> (Grant#) has been submitted. This amendment does not require prior approval.</p>
Amendment Submitted Prior Approval Required	Assigned GMS and Assigned PO/PC/OD	<p>Subject: Amendment Submitted for <Grantee Org Name> (Grant#)</p> <p>Text: An amendment for <Grantee Org Name> (Grant#) has been submitted. This amendment requires prior approval. The Prior Approval Memo must be sent to the Program office.</p>
Application Marked Ineligible	GMOs assigned to the Grant Program	<p>Subject: Application deemed ineligible for <Grantee/Applicant Org Name> (Application#).</p> <p>Text: The following application has been deemed ineligible and requires GMO confirmation. Please confirm the eligibility status on the Applications/Reviews screen.</p> <p>Application Type: Announcement: Organization: Application#: Grant#:</p>

Notification Action	Role Receiving Notification	Email Text
Application Returned	GMO, GMS, RD/OD/RPC, PO/PC	<p>Subject: Application# <Application#> for <Org Name> (grant#) has been returned to the applicant organization by the Grants Servicing Office.</p> <p>Text: The following electronic application for <Org Name> (grant#) has been returned to the applicant organization by the Grants Servicing Office.</p> <p>Application#: Announcement: Application Type:</p>
Application Uncompleted for Modifications	GSS, GMS	<p>Subject: Application# for <Org Name> (grant#) has been Uncompleted.</p> <p>Text: The following application for <Org Name> (grant#) has been Uncompleted and returned to the Submitted or Received status for correction by the Grants Office.</p> <p>Application#: Announcement: Application Type:</p>
Application is Ready for Approval	Roles may vary	<p>Subject: [Application(s)/Award Number(s)] for [Announcement] are ready for updates</p> <p>Text: [Number of application] Application(s) for [Announcement] is now ready for your updates. To update the application(s) please click on the link above. You will be asked to log into GrantSolutions and then redirected to the Funding Slate homepage.</p>

Notification Action	Role Receiving Notification	Email Text
Budget Period Expired without Non-Competing Kit	Assigned GMO, GMS, PO/PC, OD/RPC, RD	<p>Subject: The active Budget Period for <Grantee Org Name> (grant#) has expired and a non-competing application has not been submitted.</p> <p>Text: The active budget period for <Grantee Org Name> (grant#) has expired, and a non-competing application has not been submitted.</p>
Commitment Accounting – Create (Message sent when an application is Approved on the Application Recommendation screen)	Users can Create, Edit, Delete, and Approve Commitment Accounting.	<p>Subject: Create Commitment</p> <p>Text: On [Date of Approval], the following grant application has been approved for funding by [Name of Approver] Grant Program: Organization: Application Number: Commitment accounting is required for this grant program. To create a commitment for this application please click the application number above or use the following URL [Link to Application]:</p>
Commitment Accounting Approval Required	Users with the ability to Approve Commitment Accounting	<p>Subject: Commitment Waiting for Approval</p> <p>Text: On [Enter Date], the following Notice of Grant Award has been drafted by [Enter Name] Grant Program: Organization: Grant Number: Commitment accounting is required for this grant program and a commitment transaction has been entered. To approve the commitment transaction for this application please click the grant number above or use the following URL [Link to Grant].</p>

Notification Action	Role Receiving Notification	Email Text
Commitment Accounting Disposition List Change (Message sent when the Decision is changed to Disapproved from Approved on the Application Recommendation screen)	Users with the ability to Approve Commitment Accounting	Subject: Approval Status Changed to Disapproved Text: On [ENTER DATE OF "Disapproved"], the following application has been disapproved for funding by [ENTER name who "disapproved"]: Grant Program: Applicant Organization Name: Commitment Number: Commitment accounting is required for this grant program. To delete the commitment for this application please click the Commitment Number above or use the following URL [Link to Grant].
Commitment Accounting NGA Generated (Message sent when the NOA is generated but the Commitment is not yet Approved)	Users with the ability to Approve Commitment Accounting	Subject: Commitment Waiting for Approval Text: On [Enter Date], the following Notice of Grant Award has been drafted by [Enter Name] Grant Program: Organization: Grant Number: Commitment accounting is required for this grant program and a commitment transaction has been entered. To approve the commitment transaction for this application please click the grant number above or use the following URL [Link to Grant].

Notification Action	Role Receiving Notification	Email Text
Commitment Accounting Ready for Approval	Users with the ability to Approve Commitment Accounting	<p>Subject: Approve Commitment</p> <p>Text: On [ENTER DATE OF "Ready for Approval"], the following commitment transaction has been entered and verified by [ENTER name who selected "Ready for Approval"]: Grant Program: Applicant Organization Name: Commitment Number: Commitment accounting is required for this grant program. To approve the commitment for this application, please click the Commitment Number above or use the following URL [Link to Commitment].</p>
Commitment Sent to Accounting	Primary project assigned users with these roles: FMO, PBO, GMO, GMS, PO	<p>Subject: A commitment was approved for [Application #]</p> <p>Text: A commitment was approved and sent to accounting for [Application #] with [Announcement Title]. At this time, the Notice of Award (NoA) is ready to generate. CLICK HERE to review the approved funding memo. Grant Program: Applicant Organization Name: Funding Memo Approved Amount: Commitment Approved Amount: Commitment Status:</p>

Notification Action	Role Receiving Notification	Email Text
Funding Memo Approved (Notification sent when the Funding Memo is approved)	AO, OD, GMO, GMS	<p>Subject: Funding Memo for <Grantee/Applicant Org Name> (Application# <application#>) has been approved</p> <p>Text: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been approved. Workflow State: Announcement: Organization: Grant#: Application#: Application Type: Amendment Type: To review this action in GrantSolutions, please click the application number above or use the following URL [Link to Application].</p>
Funding Memo Disapproved	AO, OD, GMO, GMS	<p>Subject: Funding Memo for <Grantee/Applicant Org Name> (Application# <application#>) has been disapproved</p> <p>Text: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been disapproved. Announcement: Organization: Grant#: Application#: Application Type: Amendment Type: To review this action in GrantSolutions, please click the application number above or use the following URL [Link to Application].</p>

Notification Action	Role Receiving Notification	Email Text
Funding Memo Processing Action (All Statuses excluding exceptions, create, reject, approval and disapproval)	The next person in the workflow process	Subject: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been forwarded for your review. Text: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been forwarded for your review Workflow State: Announcement: Organization: Grant#: Application#: Application Type: Amendment Type: To review this action in GrantSolutions, please click the application number above or use the following URL [Link to Application].
Funding Memo Rejected	Whoever performed an action since the draft status	Subject: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been rejected Text: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been rejected and requires your review. Announcement: Organization: Grant#: Application#: Application Type: Amendment Type: To review this action in GrantSolutions, please click the application number above or use the following URL [Link to Application].

Notification Action	Role Receiving Notification	Email Text
Funding Memo Reopened	Notification is sent to all users who performed a workflow operation since the memo was last in the draft status	<p>Subject: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been reopened</p> <p>Text: Funding Memo for <Grantee/Applicant Org Name> (Application#) has been reopened and requires your review. Announcement: Organization: Grant#: Application#: Application Type: Amendment Type: To review this action in GrantSolutions, please click the application number above or use the following URL [Link to Application].</p>
Multi Project Commitment Accounting Ready for Approval (Commitment Transaction Entered)	Authority with Commitment Accounting Permission to Approve	<p>Subject: Approve Commitments</p> <p>Text: On [ENTER DATE OF "Ready for Approval"], the commitment transactions have been entered and verified by [ENTER name who selected "Ready for Approval"]: FOA: <FOA Name></p> <p>Commitment accounting is required for this grant program. To approve the commitment for this application please use the following URL.</p> <p>[INSERT LINK to Bulk Commitment Details page for approval]</p>

Notification Action	Role Receiving Notification	Email Text
Non-Competing Application Due Date Past	Assigned GMS, PO/PC	<p>Subject: The non-competing application due date for <Grantee Org Name> (grant#) has passed.</p> <p>Text: The non-competing application due date for <Grantee Org Name> (grant#) has passed, and a non-competing application has not been submitted.</p>
Past Due Application Submitted (Non-Competing Continuation Electronic Submissions Only)	Assigned GMS, GMO, RD/OD/RPC, PO/PC	<p>Subject: Late non-competing continuation application submitted for <Grantee Org Name> (grant#)</p> <p>Text: A non-competing continuation application for <Grantee Org Name> (grant#) has been submitted after the due date by <user full name>. Please check the application receipt log to process the application.</p> <p>Application#: Grant Program Type: Region:</p>
Past Due Competing Application Submitted (Electronic Submissions ONLY)	Assigned GMS, GMO, RD/OD/RPC, PO/PC	<p>Subject: Late competing application submitted for <Grantee Org Name> (grant#)</p> <p>Text: A competing application for <Grantee Org Name> (grant#) has been submitted after the due date by <user full name>. Please check the application receipt log to process the application.</p> <p>Announcement: Application#: Grant Program Type: Region:</p>

Notification Action	Role Receiving Notification	Email Text
Past Due Non-Competing Application Submitted (Electronic Submissions ONLY)	Assigned GMS, GMO, RD/OD/RPC, PO/PC	<p>Subject: Late non-competing continuation application submitted for <Grantee Org Name> (grant#)</p> <p>Text: A non-competing continuation application for <Grantee Org Name> (grant#) has been submitted after the due date by <user full name>. Please check the application receipt log to process the application. Application#: Grant Program Type: Region:</p>
Project entered Fed-Late Non-Competing Status (180 days from Budget Period End date)	Assigned GMO, GMS, PO/PC, RD/OD/RPC	<p>Subject: <Grantee Org Name> (grant#) is in the Fed-Late non-competing status.</p> <p>Text: <Grantee Org Name> (grant#) has entered the Fed Late non-competing status. It is urgent that the Program and Grants office create and post a non-competing application kit.</p>
Project in Non-Competing Time Frame (Grants Staff) (Non-Competing status is ready. Set at 270 days from the Budget Period end date)	Assigned GMO, GMS	<p>Subject: <Grantee Org Name> (grant#) is now within the timeframe for the GSO to create a non-competing application kit.</p> <p>Text: <Grantee Org Name> (grant#) has entered the timeframe where the grants office may create and post a non-competing application kit. The Program Office must provide all applicable materials to the Grants Servicing Office within 30 days.</p>

Notification Action	Role Receiving Notification	Email Text
Project in Non-Competing Time Frame (Program Staff) (Non-Competing status is ready. Set at 270 days from the Budget Period end date)	Assigned PO/PC, RD/OD/RPC	<p>Subject:</p> <p><Grantee Org Name> (grant#) is now within the timeframe for the GSO to create a non-competing application kit.</p> <p>Text:</p> <p><Grantee Org Name> (grant#) has entered the timeframe where the grants office may create and post a non-competing application kit. The Program Office must provide all applicable materials to the Grants Servicing Office within 30 days.</p>

Post-Award Notifications

The table below contains the list of Post-Award notifications, the roles that receive the messages, and the email text:

Notification Action	Role Receiving Notification	Email Text
Amendment Application Returned	Assigned GMS, RD/OD/RPC, PO/PC	<p>Subject: Amendment Application# <Amendment Application#> for <Grantee Org Name> (grant#) has been returned to the grantee by the Grants Servicing Office.</p> <p>Text: The following electronic Amendment application for <Org Name> (grant#) has been returned to the grantee by the Grants Servicing Office. Application#: Amendment Type:</p>
Closeout Checklist Signed	Authorities that can issue closeout awards or mark grants closed without awards.	<p>Subject: Closeout Checklist Signed</p> <p>Text: On [Date of Signature], the following grant closeout Checklist has been signed by [Name of Approver] Grant Program: Organization: Application Number: Project Period: The above referenced grant is ready to be closed. To create a closeout action for this grant please click the grant number above or use the following URL: [Link to Grant]</p>

Notification Action	Role Receiving Notification	Email Text
Tracked Award Condition Overdue (When creating a Notice of Award (NOA) component, users can select a checkbox and indicate if a condition is tracked. If so, a due date is required.)	Assigned GMS, GSS, PO/PC	Subject: A tracked Term/Condition for <Grantee Org Name> (<grant#>) is past due. Text: The following tracked Term/Condition for <Grantee Org Name> (<grant#>) is past due and has not been marked as completed. Term/Condition: Grant Information: Program Office: Region: Grant Program: Grant#:

Federal Financial Report Notifications

The table below contains the list of Federal Financial Report notifications, the roles that receive the messages, and the email text:

Notification Action	Role Receiving Notification	Email Text
Federal Financial Report Submitted	GMS/GMO	<p>Subject: A Federal Financial Report for <Grantee Org Name> (<grant#>) has been submitted.</p> <p>Text: The Federal Financial Report for the reporting period ending <Reporting Period End Date> has been submitted by <Submitter Full Name>.</p> <p>Organization: Grant#: Program Office: Grant Program: Project Title: Agency:</p>
Federal Financial Report Withdrawn	GMS/GMO	<p>Subject: The Federal Financial Report for <Grantee Org Name> (<grant#>) has been withdrawn.</p> <p>Text: The Federal Financial Report for the reporting period ending <Reporting Period End Date> has been withdrawn by <Withdrawer Full Name>.</p> <p>Withdrawal Reason Provided: Organization: Grant#: Program Office: Grant Program: Project Title: Agency:</p>