QUICK SHEET: ACCEPT GRANTS.GOV APPLICATIONS

AUDIENCE: GRANTS MANAGEMENT OFFICER (GMO), GRANTS MANAGEMENT SPECIALIST (GMS), AND GRANTS SUPPORT STAFF (GSS)

PURPOSE

Applicants apply to Notice of Funding Opportunity Announcements (NOFOs) through Grants.gov. The GrantSolutions Grants Management Services (GMM) "Grants.gov Application Log" screen is the starting point for processing new applications submitted electronically from Grants.gov.

This Quick Sheet provides step-by-step instructions for accepting applications submitted from Grants.gov into GrantSolutions GMM.

Note: Use the Accept Applications from the Grants.gov Application Log, Reject Applications From Grants.gov Application Log, and Other Actions links to jump to those sections.

ACCEPT APPLICATIONS FROM THE GRANTS.GOV APPLICATION LOG

To accept applications from the "Grants.gov Application Log" screen:

Note: For Login information and instructions, please view the GrantSolutions Login Quick Sheet.

1. From the GMM menu bar, click the **Applications** menu drop-down and select the **Grants.gov** option.
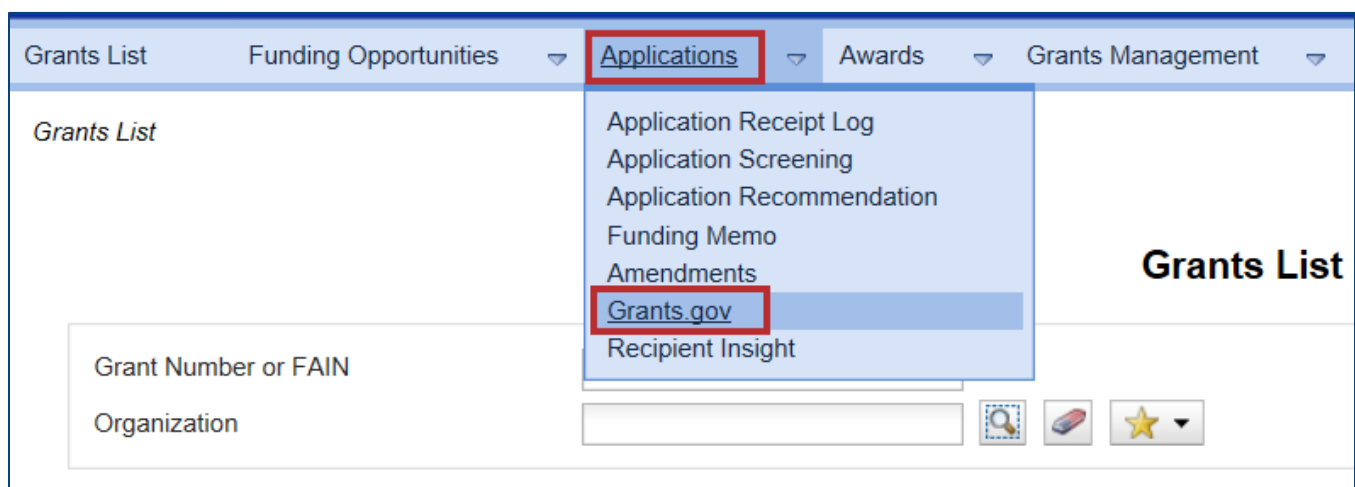
The "Grants.gov Application Log" screen with search criteria appears. The *Submit Date From* field appears with the month before the current date and the *Submit Date To* field appears with the current date.

2. Enter or select optional **search criteria** in the following fields to locate submitted applications:

    - *Submit Date From*
    - *Submit Date To*
    - *Opportunity Title*
    - *Opportunity ID*
    - *Grants.gov ID*
    - *Received Application*: If *this* checkbox is selected, applications received from Grants.gov into GrantSolutions GMM but not yet accepted by the Grantor appear. Received applications display the Grants.gov application/tracking number.
    - *Accepted Application*: If this checkbox is selected, applications accepted into GrantSolutions GMM for processing appear.
    - *Rejected Application*: If this checkbox is selected, applications rejected by the Grantor appear. These applications remain on the "Grants.gov Application Log" screen.

Applications > Grants.gov

Grants.gov Application Log

Submit Date From	10/19/2021
Submit Date To	11/19/2021
Opportunity Title	
Opportunity ID	
Grants.gov ID	
Options	☐ Received Application
	☐ Accepted Application
	☐ Rejected Application

Search

3. Click the **Search** button.

Applications > Grants.gov

Grants.gov Application Log

Submit Date From	10/19/2021
Submit Date To	11/19/2021
Opportunity Title	
Opportunity ID	
Grants.gov ID	
Options	☐ Received Application
	☐ Accepted Application
	☐ Rejected Application

Search

4. Results appear in a table below the *Search* button. To accept individual applications with the *Received* status in the *Application Information* column, click the **Accept Application** link in the *Actions* column.

Grants.gov Opportunity

Default Announcement

Change Announcement/Competition for all Grants.gov Apps

☐ Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/ Grant Program/Competition Details	Application Information	Actions
☐ 03/30/2022 02:19 PM	GRANT_____ /		t 03/31/2022 05:00 PM (GMT - 05:00) Eastern Time (US & Canada)	Status: RECEIVED on 03/30/2022 Type: NEW Attachments: 7 Forms: 7	Accept Application Reject Application Select Announcement/Competition Select Organization Select App Type Grants.gov Data: View Attachments Select Forms

Accept Selected Applications   Reject selected Applications (GMO Only)

Note: To accept multiple applications at one time, follow the steps below:

- Click the *checkboxes* to the left of the desired applications.

- At the bottom of the screen, click the *Accept Selected Applications* button.

5. The confirmation message, "Do you want to accept this application?" appears. Click the **OK** button.

"The following applications have been accepted and complete" transition screen appears. Upon acceptance, the application receives a GrantSolutions Application Identification Number (ID), and GrantSolutions transmits the agency tracking number back to Grants.gov. The application is now available for processing on the "Application Receipt and Logging" screen.

6. To return to the "Grants.gov Application Log" screen, click the **Close** button.

The following applications have been accepted and complete:				
Submit Date	Applicant Name	Ggov Application ID	GrantSolutions Application IDs	GrantSolutions Announcement Title (Due Date)
2024-08-28		GRANT		Development (2024-09-01)
		Close	-	

REJECT APPLICATIONS FROM GRANTS.GOV APPLICATION LOG

Applications that are not to be processed can be rejected from the "Grants.gov Application Log" screen by the GMO. **Note:** It is recommended that all applications be accepted and marked as ineligible on intake review rather than rejected.

To reject an application, follow the steps below:

1. On the "Grants.gov Application Log" screen, enter search **criteria** and click the **Search** button.

2. Applications appear below the *Search* button. To reject individual applications with a *Received* status in the *Application Information* column, click the **Reject Application** link in the *Actions* column.

Note: Users can reject more than one application at a time by selecting the checkboxes next to each application and scrolling to the bottom of the screen to click the *Reject selected Applications* button.

The application is rejected and remains on the "Grants.gov Application Log" screen.

Note: To un-reject an application, select the search criteria *Rejected Application* checkbox on the "Grants.gov Application Log" screen and click the *Search* button. When search results appear, click the *Un-Reject Application* link in the *Actions* column.

	Application Information	Actions
Time	Status: REJECTED by ACarter15 on 11/21/2018 Type: NEW Attachments: 2 Forms: 8	Un-reject Application Select Announcement Select Organization Select App Type Grants.gov Data: View Attachments Select Forms

OTHER ACTIONS

The "Grants.gov Application Log" screen allows the GMO and GMS to perform the following actions:

- Change the announcement for all Grants.gov applications before accepting applications.

- Select the correct announcement before accepting the application.

- Select the correct *Organization* for the application.

- Change the *Application Type*.

- View the application attachments.