QUICK SHEET: BUSINESS REVIEW

AUDIENCE: GRANTS MANAGEMENT OFFICERS (GMO), GRANTS MANAGEMENT SPECIALISTS (GMS)

INTRODUCTION

The Business Review screen consists of a pre-set list of questions the Partner established, which staff must complete before the Draft Notice of Award (NOA) can be created. It is available when an application is verified as complete.

The Business Review questions types are multiple-choice and short answer. Each multiple-choice question permits the following responses: Yes, No, or Not Applicable. Each short answer text field allows up to 70 characters.

The Business Review can be accessed from the following screens:

- Application Receipt and Logging: Used to perform the Business Review after an application is verified as complete

- Funding Memo: The Business Review is only available from the Funding Memo screen after the application is approved on the Application Recommendation screen

This quick sheet provides step-by-step instructions for accessing from the Application Receipt and Logging or Funding Memo screens and Completing the Business Review. **Note:** Use the links to navigate to the desired sections.

NAVIGATE TO THE BUSINESS REVIEW FROM THE APPLICATION RECEIPT AND LOGGING SCREEN

After logging into GrantSolutions Grants Management Services (GMM), navigate to the "Application Receipt and Logging" screen by performing the following steps:

1. From the GMM menu bar, select the **Applications** drop-down and select the **Application Receipt Log** option.

The "Application Receipt and Logging" screen displays.

2. From the *Application Receipt and Logging* screen Simple Search, enter the applicant **organization** name in the *Organization* field.

3. Select the **Search** icon.

The "Application Receipt and Logging" screen results table displays below the search fields. The Business Review icon is visible in the Actions column.

Note: The below icons represent Business Review statuses:

Yes   Yes, With Concerns   No

4. Select the **Business Review** icon.
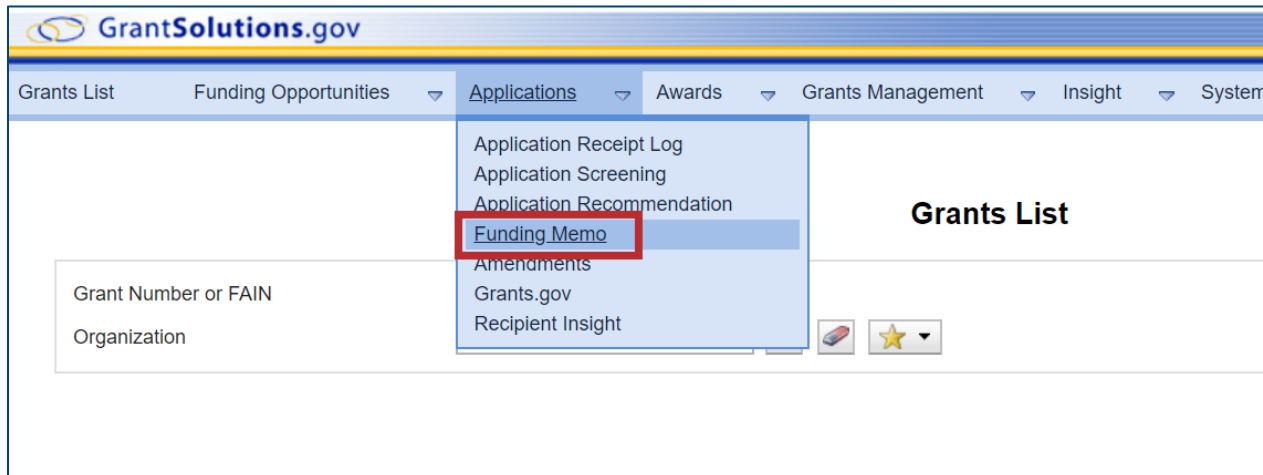
The "Business Review" screen displays.

Note: To continue performing the Business Review, go to the section Complete the Business Review.

Navigate to the Business Review from the Funding Memo Screen

When logged into GrantSolutions GMM, navigate to the *Funding Memo* screen by completing the following steps:
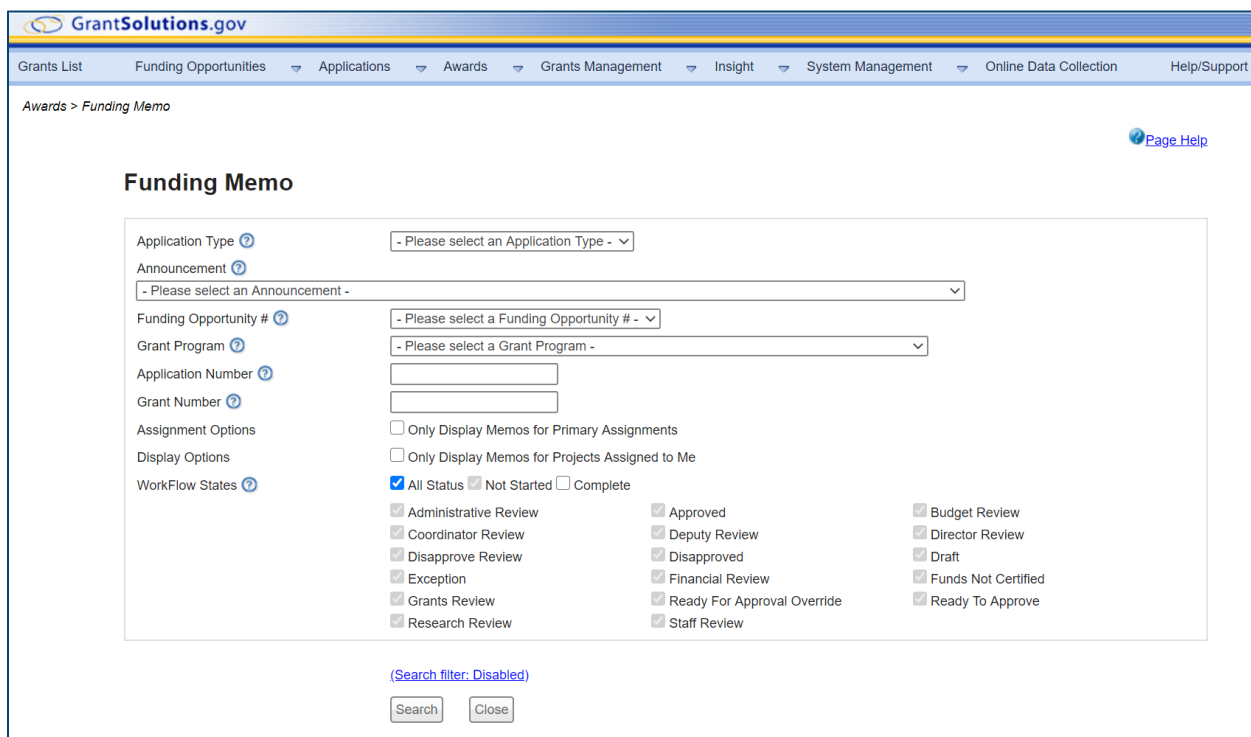
1. From the GrantSolutions GMM menu bar, select the **Applications** drop-down and select the **Funding Memo** option.

The "Funding Memo" screen displays.

2. Search for a single application by entering an **Application Number**.
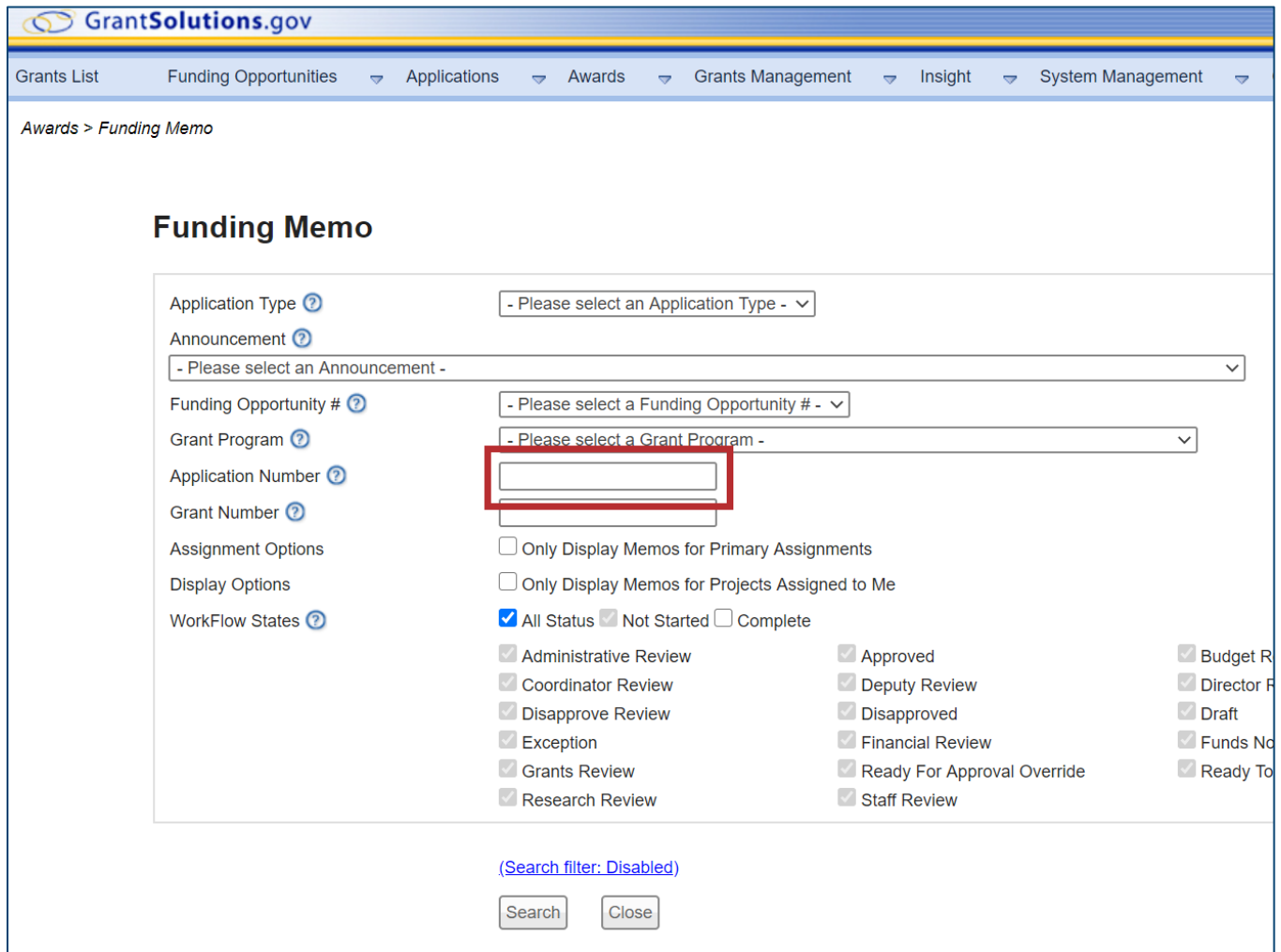
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Awards > Funding Memo

Funding Memo

Application Type ⑦	- Please select an Application Type - ⌄
Announcement ⑦	
	- Please select an Announcement - ⌄
Funding Opportunity # ⑦	- Please select a Funding Opportunity # - ⌄
Grant Program ⑦	- Please select a Grant Program - ⌄
Application Number ⑦	[ ]
Grant Number ⑦	[ ]
Assignment Options	☐ Only Display Memos for Primary Assignments
Display Options	☐ Only Display Memos for Projects Assigned to Me
WorkFlow States ⑦	☑ All Status ☑ Not Started ☐ Complete

☑ Administrative Review   ☑ Approved   ☑ Budget R
☑ Coordinator Review   ☑ Deputy Review   ☑ Director F
☑ Disapprove Review   ☑ Disapproved   ☑ Draft
☑ Exception   ☑ Financial Review ☑ Funds No
☑ Grants Review   ☑ Ready For Approval Override ☑ Ready To
☑ Research Review   ☑ Staff Review
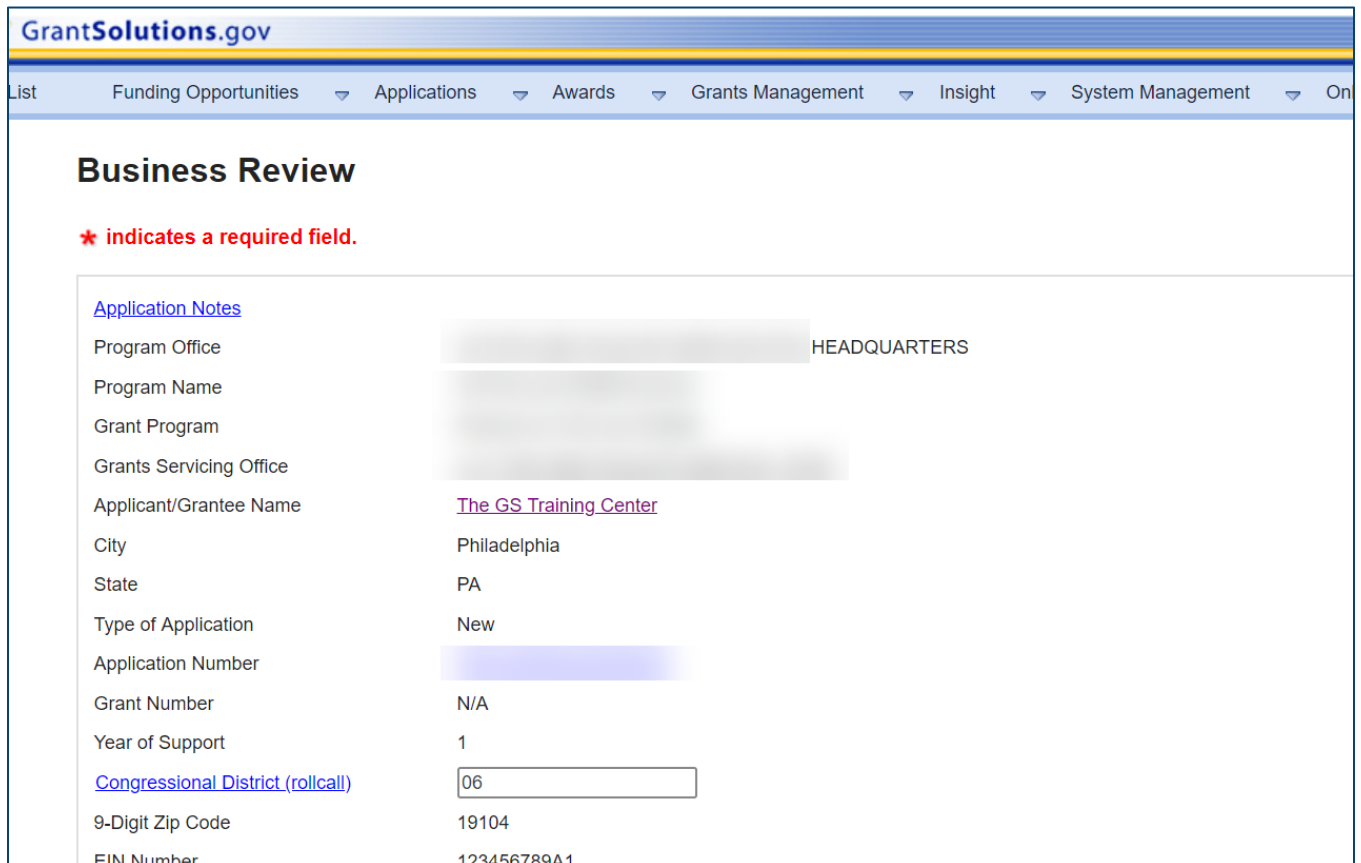
(Search filter: Disabled)

[Search]   [Close]

3. The "Funding Memo" results table displays. Click the **Business Review** hyperlink from the *Action* column.

The "Business Review" screen displays.

COMPLETE THE BUSINESS REVIEW

The top of the Business Review screen contains information about the project and applicant organization.

Select the hyperlinks to:

Hyperlink Name	Description
Application Notes	View or add Application Messages for the application.
Applicant/Grantee Name	Navigate to GrantSolutions Recipient Insight to view additional information about the applicant organization.

Application Number	Open the *GrantSolutions Application Control Checklist* screen to view the submitted application package.
Congressional District (rollcall)	Navigate to the United States Census website

4. Answer all required questions.

Note: Questions with a red asterisk are required.

Question	Answer
★ 1a. Was the application review and selection process conducted in accordance with DOI-AAAP-0009, Financial Assistance Application and Merit Review Process?	○ Yes ○ No ○ N/A
1b. Comments	

5. Optional: At the bottom of the screen, select the **name** of the person who completed the business review from the *Grants Management Specialist* drop-down list.

Grants Management Specialist	-Please Select- ∨
Date Reviewed	
Business Review Complete? ★	No ∨
	NGA may not be drafted until the Business Review Complete status is marked "Yes" or "Yes with concerns."

Save   Cancel

6. Optional: In the *Date Reviewed* field, enter the **date** (MM/DD/YYYY) the Business Review was completed.

Grants Management Specialist	OIStudentTest, D ∨
Date Reviewed	
Business Review Complete? ★	No ∨
	NGA may not be drafted until the Business Review Complete status is marked "Yes" or "Yes with concerns."

Save   Cancel

7. From the required *Business Review Complete* drop-down list, select an answer: **Yes**, **Yes with concerns**, or **No**. By default, the option *No* displays.

Note: The below table describes the Business Review statuses:

Business Review Status	Description
Yes	The Business Review is approved, and the draft NOA can be generated.
Yes, with concerns	The Business Review is approved with concerns, but the draft NOA can be generated. Enter concerns in line 11. Additional comments/concerns or add an application note
No	The Business Review is not approved, and the draft NOA cannot be generated.

Note: The Notice of Award (NOA) cannot be drafted until the Business Review Complete status is marked as Yes or Yes with concerns.

8. Select the **Save** button.

The screen used to navigate to the Business Review displays. In this example it is the Funding Memo screen. The Business Review step is complete.

Note: Since the Business Review status does not display on the *Funding Memo* screen, select the **Business Review** hyperlink to confirm the step is complete.

Note: In GrantSolutions GMM, the Business Review can be performed any time after the application is submitted, but before the draft, NOA is generated. The link to generate the draft NOA only displays if the Business Review status is Yes or Yes, with concerns, and when the Funding Memo is approved.