

## 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.

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Grants List

Funding Opportunities ▾

**Applications** ▾

Awards ▾

Grants Management ▾

Insight ▾

System Man

Application Receipt Log

Application Screening

Application Recommendation

Funding Memo

Amendments



Grants.gov

Recipient Insight

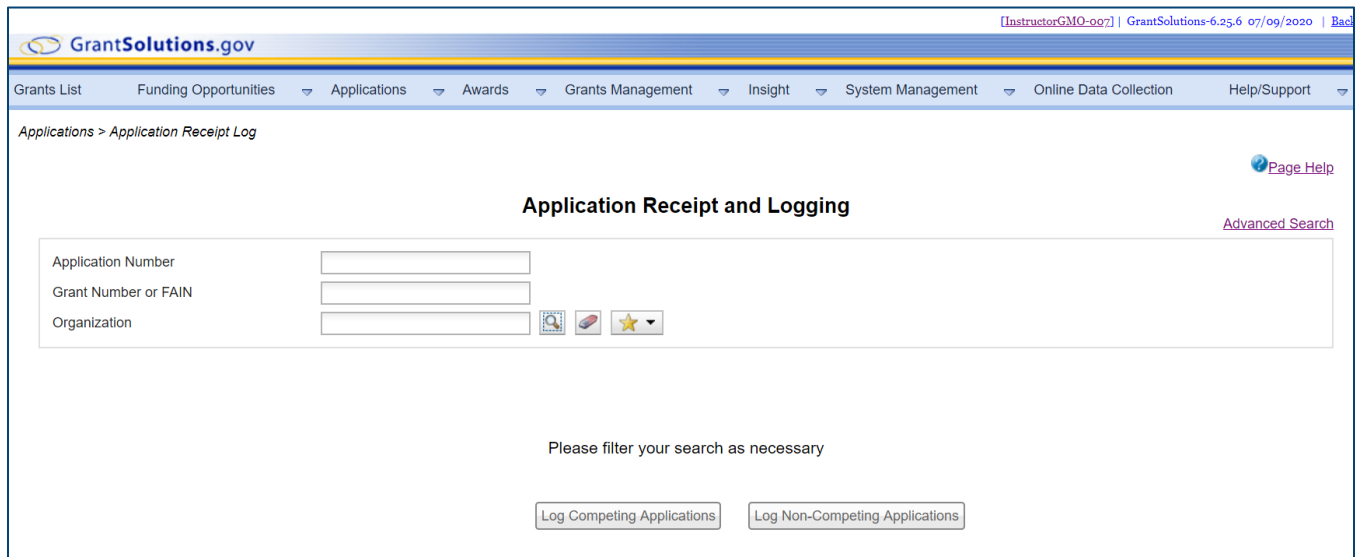
**Grants List**

Grant Number or FAIN

Organization



The “Application Receipt and Logging” screen displays.



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[InstructorGMO-007] | GrantSolutions-6.25.6 07/09/2020 | Back

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

Applications > Application Receipt Log

Page Help

### Application Receipt and Logging

Advanced Search

Application Number


Grant Number or FAIN

Organization

Please filter your search as necessary

Log Competing Applications Log Non-Competing Applications

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




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Grants List   Funding Opportunities   ▾   Applications   ▾   Awards   ▾   Grants Management   ▾   Insight   ▾   System Management   ▾   Online Data Co

Applications > Application Receipt Log

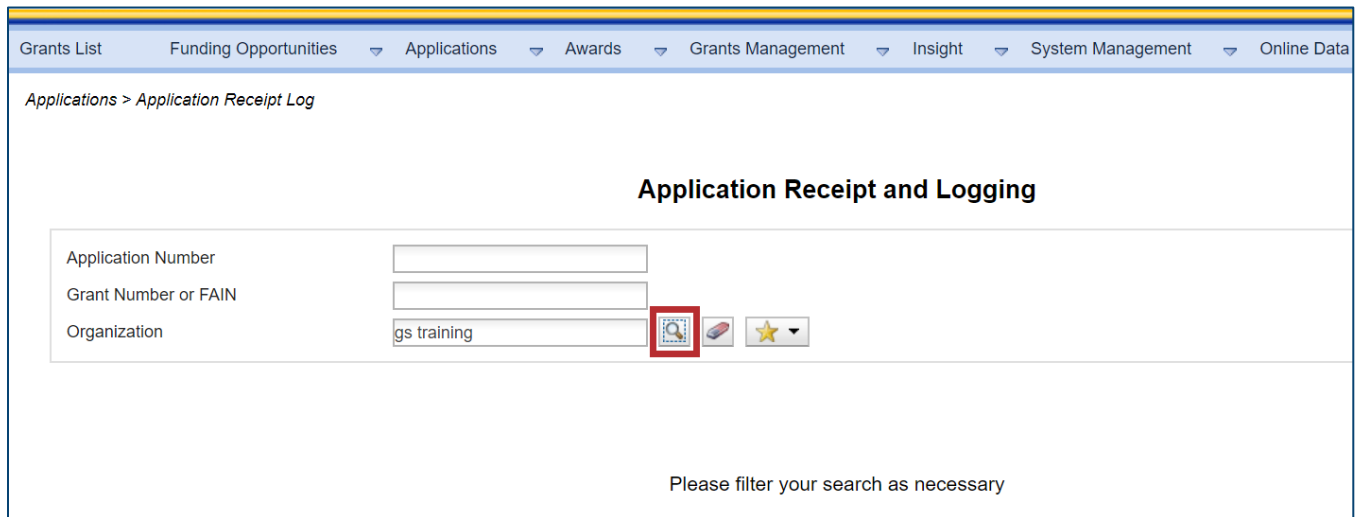
### Application Receipt and Logging

Application Number	<input type="text"/>
Grant Number or FAIN	<input type="text"/>
Organization	<input type="text"/>

   ▾

Please filter your search as necessary

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.

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[Grants List](#)
[Funding Opportunities](#)
[Applications](#)
[Awards](#)
[Grants Management](#)
[Insight](#)
[System Management](#)
[Online Data Collection](#)
[Help/Support](#)

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### Application Receipt and Logging

[Advanced Search](#)

Application Number:   
Grant Number or FAIN:   
Organization:

1 - 50 of 52 items
50 | 100 | 150 | 200 | 1000

	Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Application Status	Actions
<input type="checkbox"/>	07/11/2020 12:00:00 AM	<input type="text" value="P"/>	New	Training Test		<a href="#">The GS Training Center</a>	N/A	Complete	<input type="button" value="Print"/> <input type="button" value="Download"/> <input type="button" value="Share"/>
<input type="checkbox"/>	06/10/2020 12:00:00 AM	<a href="#">(To be assigned)</a>	New	Wildlife Training		<a href="#">The GS Training Center</a>	N/A	Received	<input type="button" value="Print"/> <input type="button" value="Download"/> <input type="button" value="Share"/>

The “Business Review” screen displays.

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List
Funding Opportunities
Applications
Awards
Grants Management
Insight
System Management
On

## Business Review

★ indicates a required field.

[Application Notes](#)

Program Office	HEADQUARTERS
Program Name	
Grant Program	
Grants Servicing Office	
Applicant/Grantee Name	<a href="#">The GS Training Center</a>
City	Philadelphia
State	PA
Type of Application	New
Application Number	
Grant Number	N/A
Year of Support	1
<a href="#">Congressional District (rollcall)</a>	06
9-Digit Zip Code	19104
FIN Number	123456789A1

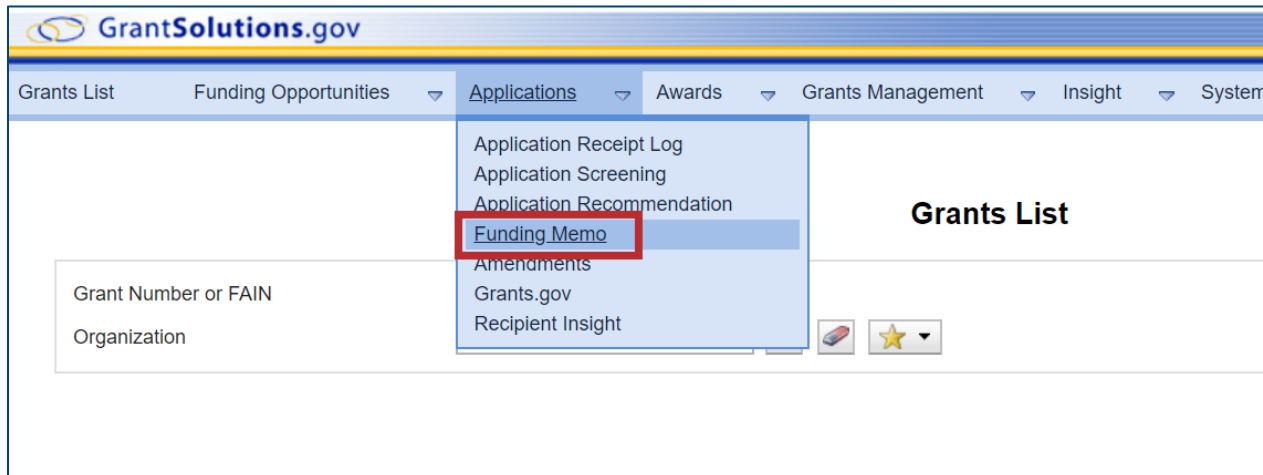
**Note:** To continue performing the Business Review, go to the section [Complete the Business Review](#).

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:

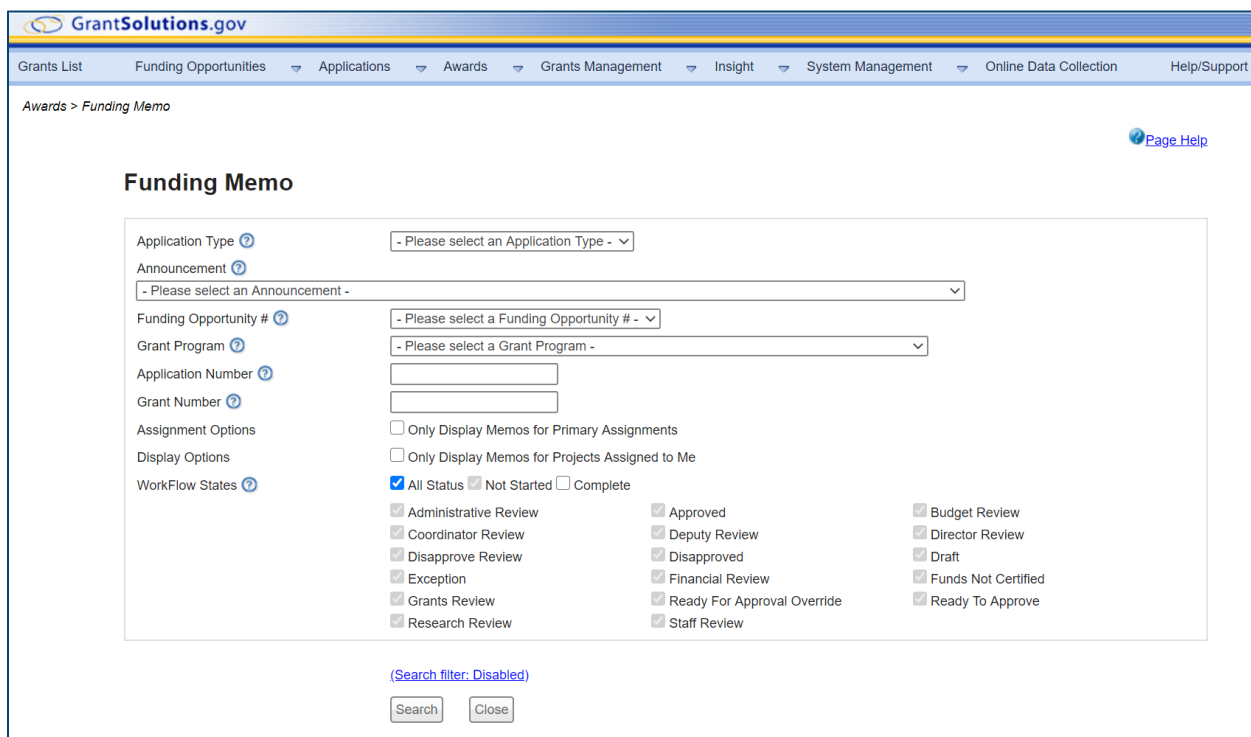
1. From the GrantSolutions GMM menu bar, select the **Applications** drop-down and select the **Funding Memo** option.





The screenshot shows the GrantSolutions.gov website with the 'Applications' menu open. The 'Funding Memo' option is highlighted with a red box. The menu includes the following items: Application Receipt Log, Application Screening, Application Recommendation, **Funding Memo**, Amendments, Grants.gov, and Recipient Insight. The background shows the 'Grants List' page with search fields for 'Grant Number or FAIN' and 'Organization'.

The “Funding Memo” screen displays.

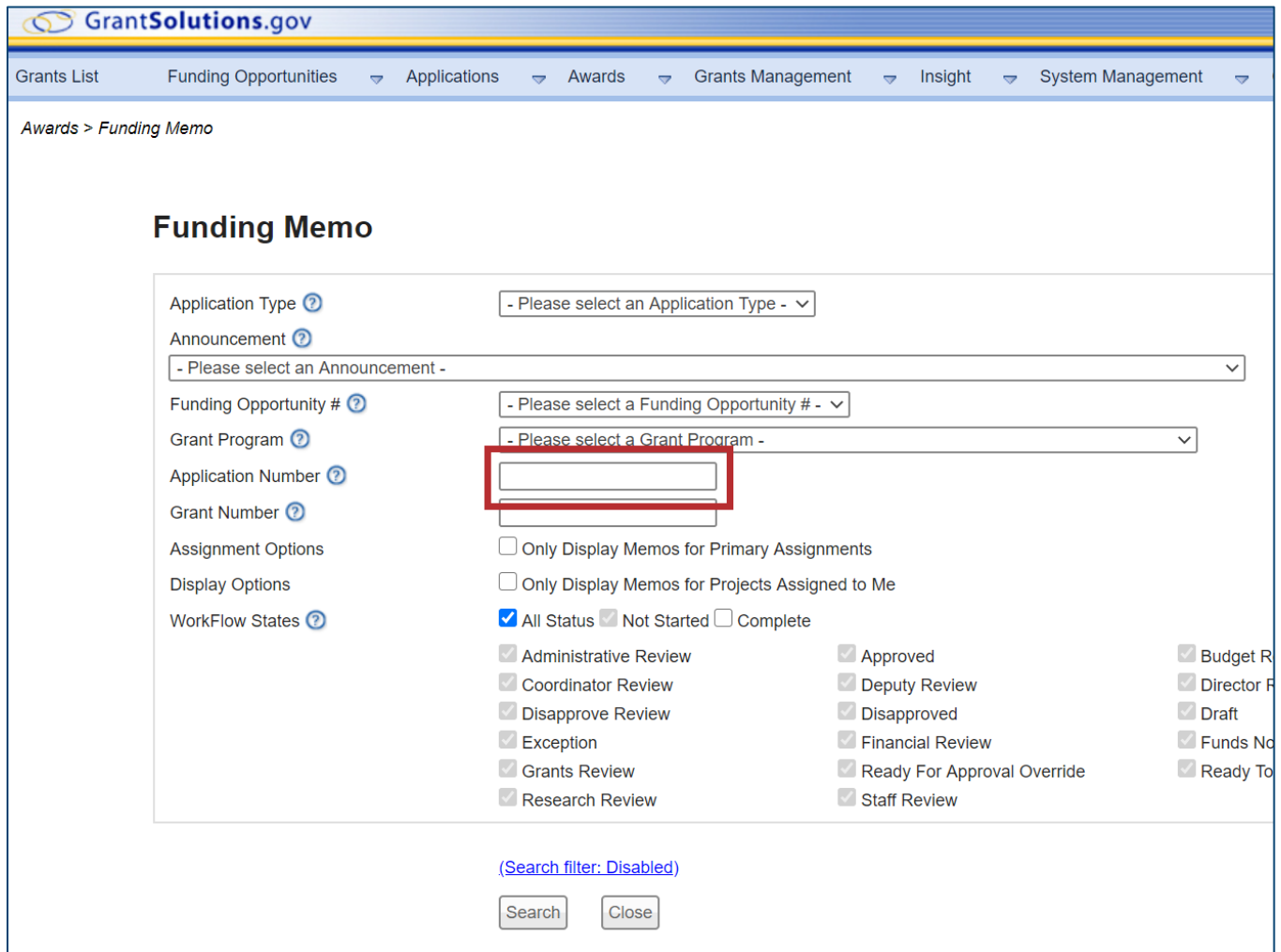


The screenshot shows the 'Funding Memo' screen in the GrantSolutions.gov system. The page title is 'Funding Memo'. The breadcrumb trail is 'Awards > Funding Memo'. The page includes a 'Page Help' link. The form contains the following sections:

- Application Type**: - Please select an Application Type -
- Announcement**: - Please select an Announcement -
- Funding Opportunity #**: - Please select a Funding Opportunity # -
- Grant Program**: - Please select a Grant Program -
- Application Number**: [Text Field]
- Grant Number**: [Text Field]
- Assignment Options**:
  - ☐ Only Display Memos for Primary Assignments
- Display Options**:
  - ☐ Only Display Memos for Projects Assigned to Me
- Workflow States**:
  - ☒ All Status ☒ Not Started ☐ Complete
  - ☒ Administrative Review ☒ Approved ☒ Budget Review
  - ☒ Coordinator Review ☒ Deputy Review ☒ Director Review
  - ☒ Disapprove Review ☒ Disapproved ☒ Draft
  - ☒ Exception ☒ Financial Review ☒ Funds Not Certified
  - ☒ Grants Review ☒ Ready For Approval Override ☒ Ready To Approve
  - ☒ Research Review ☒ Staff Review

At the bottom, there is a link '(Search filter: Disabled)' and two buttons: 'Search' and 'Close'.

2. Search for a single application by entering an **Application Number**.



The screenshot shows the 'Funding Memo' search page on GrantSolutions.gov. The page has a blue header with the GrantSolutions logo and a navigation bar with links: Grants List, Funding Opportunities, Applications, Awards, Grants Management, Insight, and System Management. Below the navigation bar, the breadcrumb 'Awards > Funding Memo' is visible. The main content area is titled 'Funding Memo' and contains a search form. The form includes several dropdown menus: 'Application Type' (with a help icon), 'Announcement' (with a help icon), 'Funding Opportunity #' (with a help icon), and 'Grant Program' (with a help icon). The 'Application Number' field is a text input box, which is highlighted with a red rectangular box. Below these fields are checkboxes for 'Assignment Options' and 'Display Options'. The 'WorkFlow States' section includes a list of checkboxes for various review stages: Administrative Review, Coordinator Review, Disapprove Review, Exception, Grants Review, Research Review, Approved, Deputy Review, Disapproved, Financial Review, Ready For Approval Override, Staff Review, Budget Review, Director Review, Draft, Funds Not, and Ready To. At the bottom of the form, there is a link '(Search filter: Disabled)' and two buttons: 'Search' and 'Close'.

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

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

Page Help

### Funding Memo

Application Type [?](#) - Please select an Application Type - ▾

Announcement [?](#) - Please select an Announcement - ▾

Funding Opportunity # [?](#) - Please select a Funding Opportunity # - ▾

Grant Program [?](#) - Please select a Grant Program - ▾

Application Number [?](#)

Grant Number [?](#)

Assignment Options ☐ Only Display Memos for Primary Assignments

Display Options ☐ Only Display Memos for Projects Assigned to Me

Workflow States [?](#) ☐ All Status ☒ Not Started ☐ Complete

☐ Administrative Review ☐ Approved ☐ Budget Review

☐ Coordinator Review ☐ Deputy Review ☐ Director Review

☐ Disapprove Review ☐ Disapproved ☐ Draft

☐ Exception ☐ Financial Review ☐ Funds Not Certified

☐ Grants Review ☐ Ready For Approval Override ☐ Ready To Approve

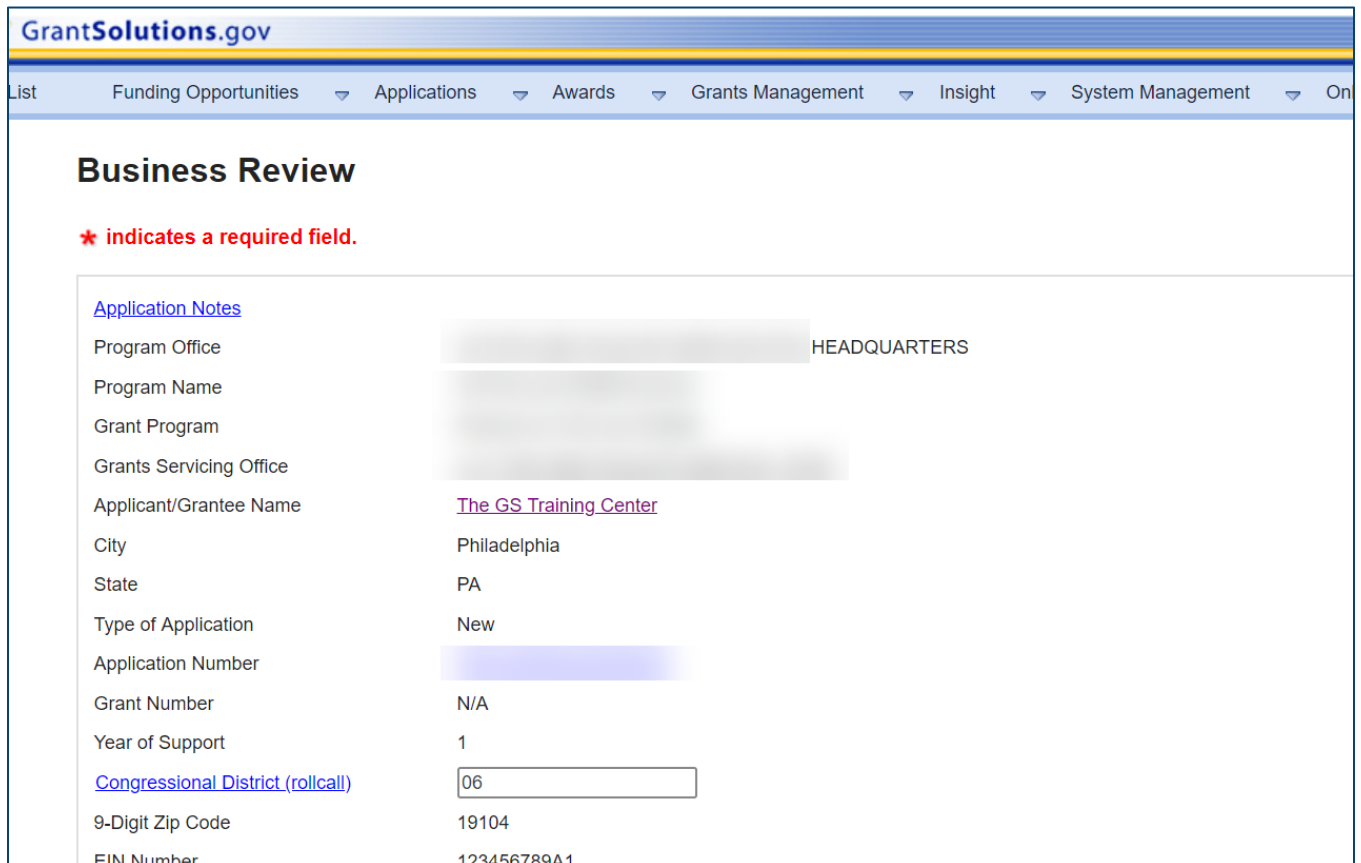
☐ Research Review ☐ Staff Review

(Search filter: Disabled)

Total Records Count: 1

Select <input type="checkbox"/>	<a href="#">Application Number / Application Type</a>	<a href="#">Grant Number</a>	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	<a href="#">New</a>		The GS Training Center	HQ-R5	Federal: \$500,000.00 Non-Federal: \$100,000.00	Not Started Federal: \$0.00 Non-Federal: \$0.00		<a href="#">Create</a> <a href="#">View Full Review</a> <a href="#">Application Notes</a> <a href="#">Manage Project Abstract</a> <a href="#">Project Assignments</a> <a href="#">Budget Worksheet</a> <a href="#">Business Review</a>

The “Business Review” screen displays.



The screenshot shows the GrantSolutions.gov website with a navigation bar containing links: List, Funding Opportunities, Applications, Awards, Grants Management, Insight, System Management, and On. The main heading is "Business Review". Below it, a red star icon indicates a required field. The form contains the following fields and values:

<a href="#">Application Notes</a>	
Program Office	HEADQUARTERS
Program Name	
Grant Program	
Grants Servicing Office	
Applicant/Grantee Name	<a href="#">The GS Training Center</a>
City	Philadelphia
State	PA
Type of Application	New
Application Number	
Grant Number	N/A
Year of Support	1
<a href="#">Congressional District (rollcall)</a>	06
9-Digit Zip Code	19104
FIN Number	123456789A1

## 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 <i>GrantSolutions Application Control Checklist</i> 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?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
1b. Comments	<div></div>

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.

Grants Management Specialist

OIStudentTest, D

Date Reviewed

7/16/2020

Business Review Complete? \*

No

NGA may not be drafted until the Business Review Complete status is marked "Yes" or "Yes with concerns."

Save

Cancel

8. Select the **Save** button.

Grants Management Specialist

OIStudentTest, D

Date Reviewed

7/16/2020

Business Review Complete? \*

Yes




NGA may not be drafted until the Business Review Complete status is marked "Yes" or "Yes with concerns."

Save

Cancel

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.


Application Number   
Grant Number   
Assignment Options  
Display Options  
WorkFlow States 

☐ Only Display Memos for Primary Assignments  
☐ Only Display Memos for Projects Assigned to Me  
☒ All Status ☐ Not Started ☐ Complete  
☒ Administrative Review  
☒ Coordinator Review  
☒ Disapprove Review  
☒ Exception  
☒ Grants Review  
☒ Research Review  
☒ Approved  
☒ Deputy Review  
☒ Disapproved  
☒ Financial Review  
☒ Ready For Approval Override  
☒ Staff Review  
☒ Budget Review  
☒ Director Review  
☒ Draft  
☒ Funds Not Certified  
☒ Ready To Approve

(Search filter: Disabled)

Search Close

Total Records Count: 1

Select <input type="checkbox"/>	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	 New		The GS Training Cen ter	HQ-R5	Federal: \$500,000.00 Non-Federal: \$100,000.00	Not Started Federal: \$0.00 Non- Federal: \$0.00		<a href="#">Create</a> <a href="#">View Full Review</a> <a href="#">Application Notes</a> <a href="#">Manage Project Abstract</a> <a href="#">Project Assignments</a> <a href="#">Budget Worksheet</a> <a href="#">Business Review</a>

Create

**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.