

QUICK SHEET: FUNDING MEMO APPROVAL – AO ROLE

AUDIENCE: PROGRAM AUTHORIZING OFFICIAL (AO) ROLE

PURPOSE

The purpose of this Quick Sheet is to provide instructions on how a user with the Program Authorizing Official (AO) role as the final approver can approve, reject, or disapprove the Funding Memo.

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

APPROVE FUNDING MEMO

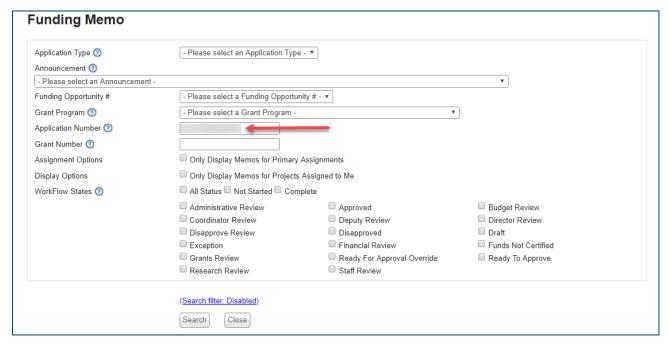
When the AO is ready to indicate approval of the Funding Memo, they select the Approve link from the "Funding Memo" screen. Follow the steps below to approve the Funding Memo as the AO role:

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



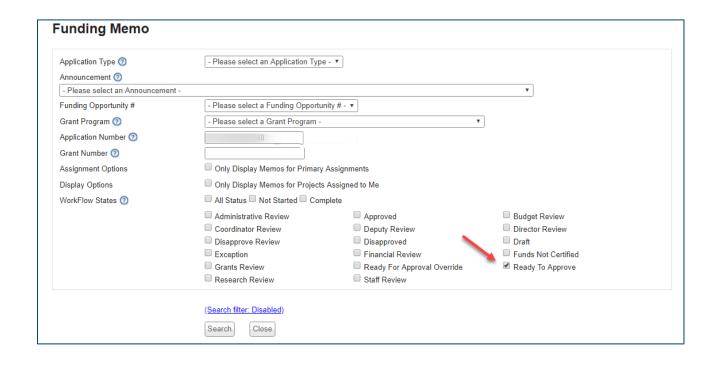


- 2. The "Funding Memo" screen appears. Choose a method to search:
 - a. Search for a single application by entering an Application Number



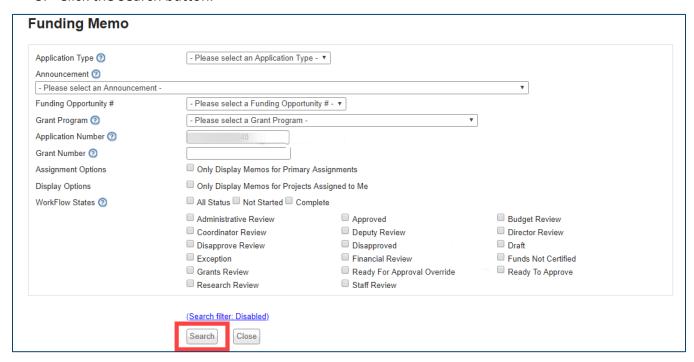
b. Search for multiple applications by using the Workflow State Ready To Approve.





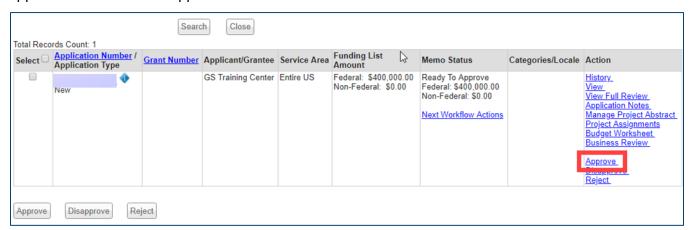


3. Click the Search button.



4. The results table displays. From the *Action* column, click the **Approve** link for each individual grant.

Note: To approve more than one application at a time, click the checkbox next to each desired application and click the *Approve* button at the bottom of the screen.





5. The "Action Requested: Approve" screen appears. Click the **OK** button.

Note: Comments are optional.

Application Number Application Type	Grant Number	Applicant/Grantee
New		GS Training Center
Comments		

REJECT FUNDING MEMO

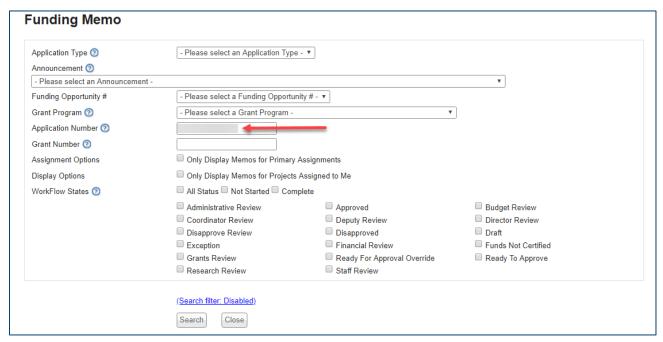
An AO may return the Funding Memo to the Program Office role that originally modified it to make edits.

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



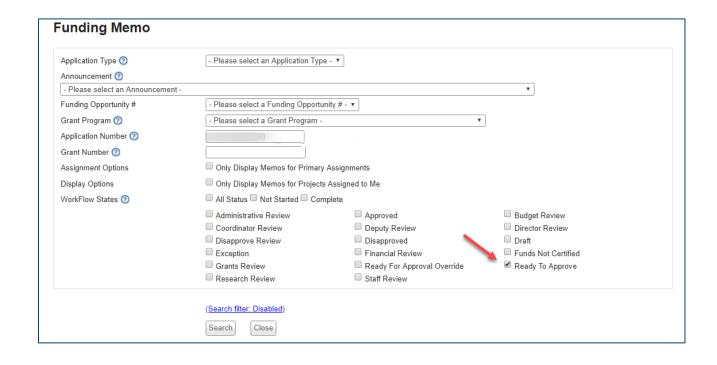


- 2. The "Funding Memo" screen appears. Choose a method to search:
 - a. Search for a single application by entering an Application Number.



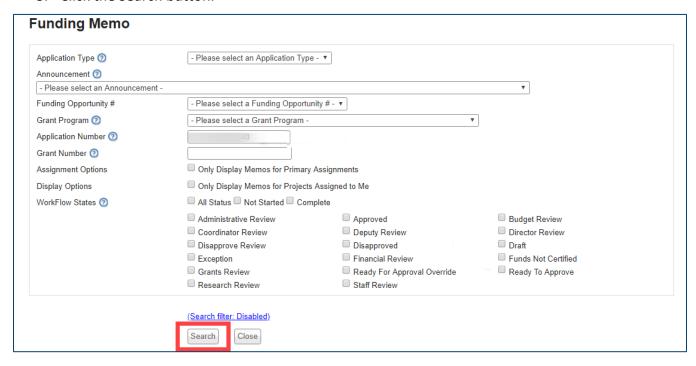
b. Search for multiple applications by using the Workflow State Ready To Approve.







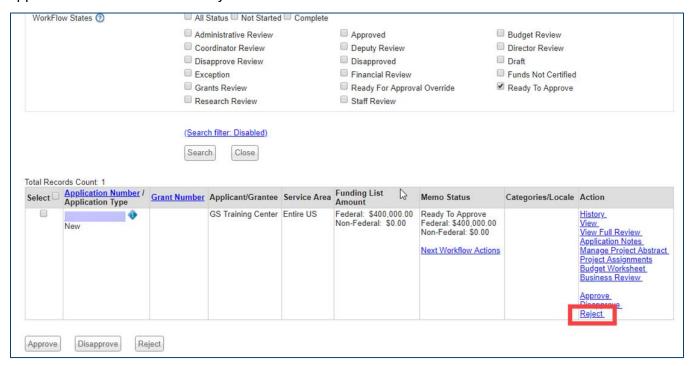
3. Click the Search button.



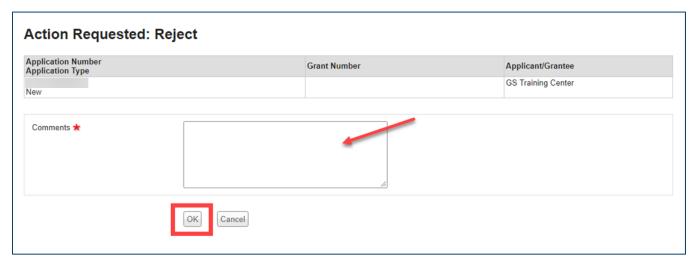


4. The results table displays. From the *Action* column, click the **Reject** link for each individual grant.

Note: To return more than one application at a time, click the checkbox next to each desired application and then click the *Reject* button at the bottom of the screen.



5. The "Action Requested: Reject" screen appears. Enter required **comments** in the *Comments* field and click the **OK** button.





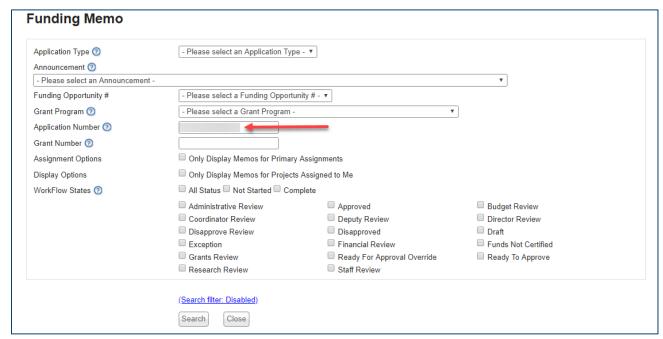
DISAPPROVE

An Authorizing Official (AO) may disapprove the Funding Memo, thus stopping the Funding Memo from moving forward in the process.

1. From the "Grant List" screen menu bar, click the **Applications** drop-down and select the **Funding Memo** option.

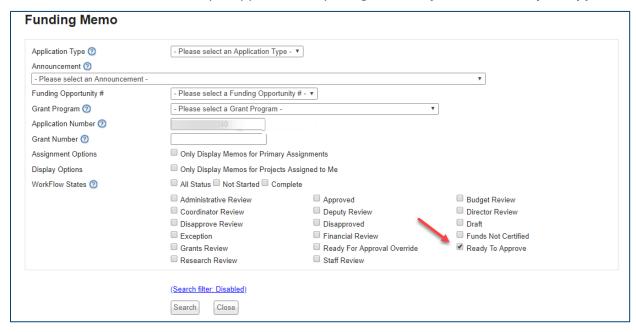


- 2. The "Funding Memo" screen appears. Choose a method to search:
 - a. Search for a single application by entering an Application Number





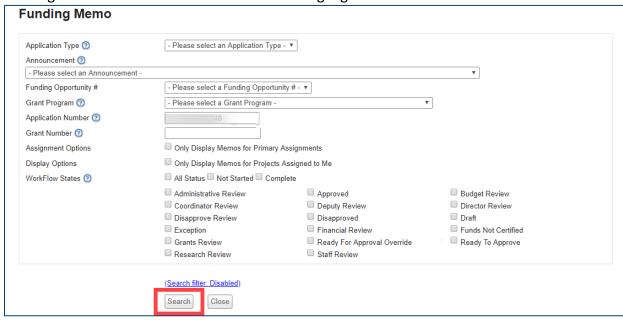
b. Search for multiple applications by using the Workflow State Ready To Approve.



3. Click the Search button.



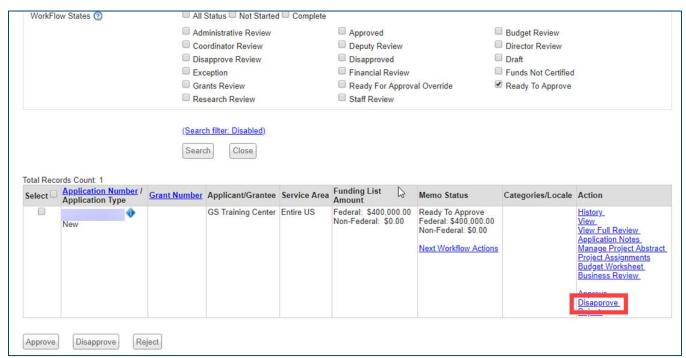
Funding Memo screen with the Search button highlighted.





1. The results table displays. From the *Action* column, click the **Disapprove** link for each individual grant.

Note: To disapprove more than one application at a time, click the checkbox next to each desired application and then click the *Disapprove* button at the bottom of the screen.



2. A confirmation screen appears. Click the **OK** button.

