

QUICK SHEET: NOTICE OF AWARD (NOA) APPROVAL

AUDIENCE: PROGRAM BUDGET OFFICER (PBO), PROGRAM OFFICER (PO), PROGRAM COORDINATOR (PC), PROGRAM OFFICE DIRECTOR (OD), ADMINISTRATIVE DIRECTOR (AD), PROGRAM AUTHORIZING OFFICIAL (DAO), AUTHORIZED OFFICIAL (AO)

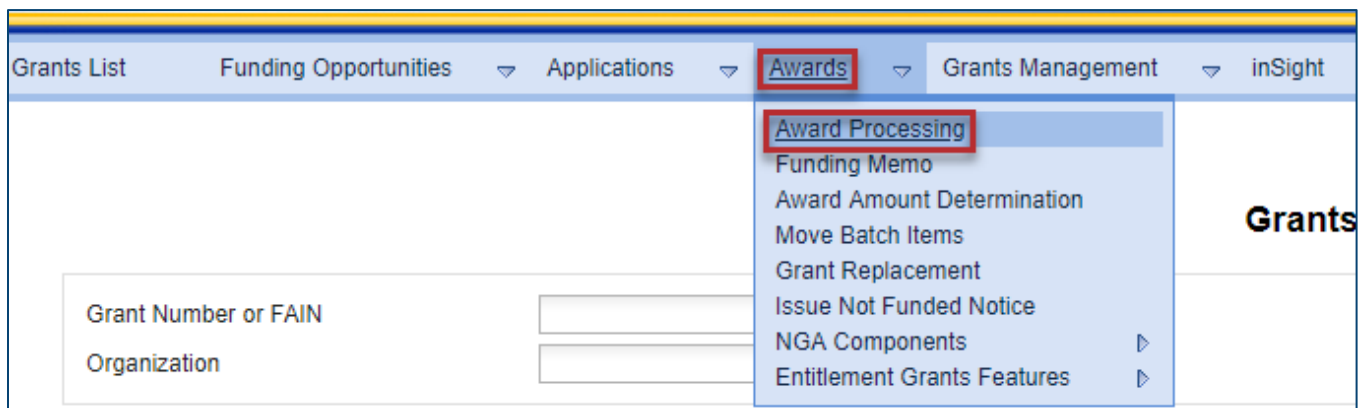
PURPOSE

This Quick Sheet provides instructions for approving a draft Notice of Award (NOA). The approval workflow may vary depending on action, Partner, Program, or Grant Program, but the steps remain the same.

ACCESS THE AWARD PROCESSING SCREEN

To access the draft NOA, follow the steps below:

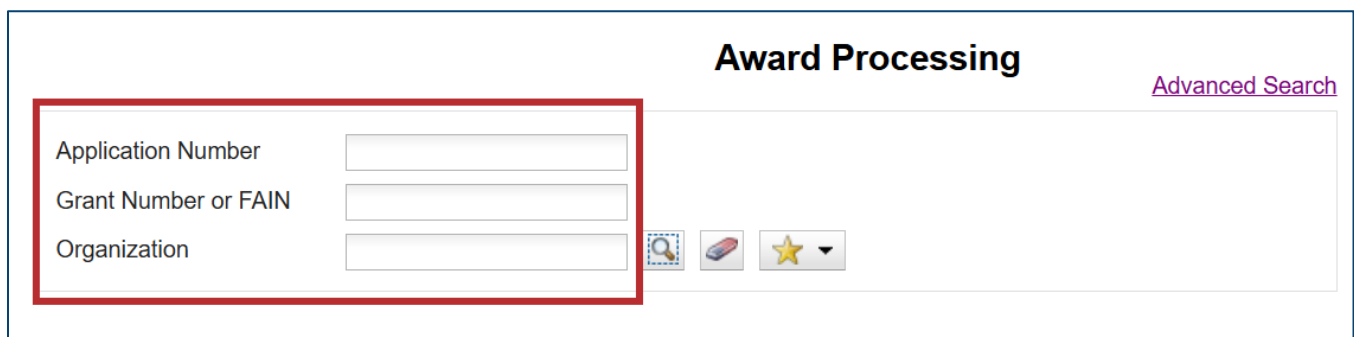
1. From the GMM menu bar, click the **Awards** menu drop-down and select the **Award Processing** option.



The screenshot shows the GMM menu bar with the following items: Grants List, Funding Opportunities, Applications, Awards, Grants Management, and inSight. The 'Awards' menu is expanded, displaying a list of options. The 'Award Processing' option is highlighted with a red box. Below the menu bar, there are search fields for 'Grant Number or FAIN' and 'Organization'.

2. The “Award Processing” screen Simple Search appears. Enter at least four characters in the preferred search field to search by Grant Number, FAIN, or Organization name.

Note: To filter a search using additional criteria, use the *Advanced Search*.



The screenshot shows the 'Award Processing' screen. The title 'Award Processing' is at the top center. In the top right corner, there is a link for 'Advanced Search'. On the left side, there is a 'Simple Search' section highlighted with a red box, containing three input fields: 'Application Number', 'Grant Number or FAIN', and 'Organization'. To the right of these fields are three icons: a magnifying glass, a red eraser, and a yellow star.




3. Click the **Search** icon.

[Advanced Search](#)

Application Number

Grant Number or FAIN

Organization

The “Award Processing” screen refreshes and all awards matching the search criteria are displayed in a table. **Note:** Depending on an approver’s role, the workflow status will differ. Below is the workflow status for each role that approves the draft NOA:




Workflow Status	GrantSolutions Role
Ready for Budget Officer Review	PBO
Ready for Program Officer Approval	PO
Ready for Program Manager Approval	PC
Ready for Program Director Approval	OD
Ready for Administrative Review	AD
Ready for Authorization Review	DAO
Ready for Final Approval	AO

[Advanced Search](#)

Application Number




Grant Number or FAIN

Organization

Search within results Search Export Results Hide Columns

1 - 1 of 1 item 50 | 100 | 150 | 200 | 1000


	Organization	Award Number	Application Number	Application Type	Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
<input type="checkbox"/>				New	\$2,743,450.	\$2,743,450.0	Monetary	09/01/2024	08/31/2	Ready for Final Approval	Next Workflow Actions	  

Transition Workflow Add Bulk Note Add Bulk Terms and Conditions Manage Assignments

REVIEW THE DRAFT NOA

The first action is to review the pdf of the draft NOA. Follow the steps below:

1. Locate the desired award from the results table.
2. From the *Actions* column, click the **View/Print Notice of Award** icon.

Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
09/01/2024	08/31/2024	Ready for Final Approval	Next Workflow Actions	

3. A pop-up window displays the draft NOA as a pdf. Confirm that the information in the draft NOA is correct.
4. To return to the “Award Overview” screen, click the **close** icon.

Award Overview

Organization:

Project Title:

UEI:

CCR EIN:

Grant Number:

Amendment Number:

Budget period Number:

FAIN:

Application Number:

Workflow Status:

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Funding Restrictions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

printPdf.do.pdf - Google Chrome

Adobe Acrobat: PDF edit, convert, sign tools chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://demo.grantsolutions.gov/gs/printPdf.do?id=1637724&printer=NgaPrinter&allSupplementedAt...

Share Sign in

Notice of Award

Award#

FAIN#




Federal Award Date: Draft as of 08/22/2024

Recipient Information	Federal Award Information
1. Recipient Name	11. Award Number
2. Congressional District of Recipient	12. Unique Federal Award Identification Number (FAIN)
3. Payment System Identifier (ID)	13. Statutory Authority
	14. Federal Award Project Title
	15. Assistance Listing Number

APPROVE

When the grantor is ready to approve, they will perform the following steps:

1. Search and locate an award from the “Award Processing” screen. **Note:** The draft NOA for the application is in the *Workflow Status Ready to Certify*.
2. On the “Award Processing” screen results table, click the **Transition Workflow** icon in the *Actions* column to certify an individual award.

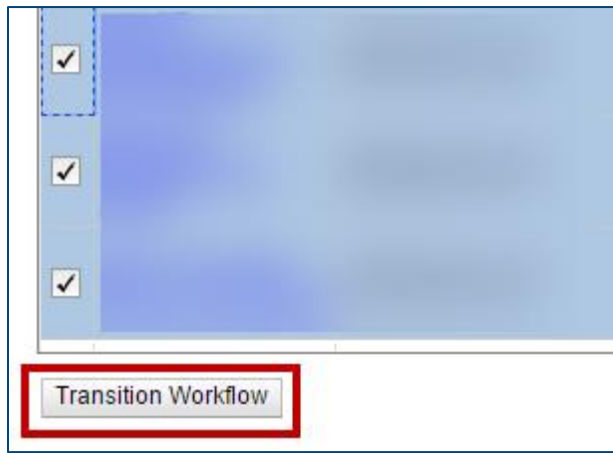
Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
09/01/2024	08/31/2024	Ready for Final Approval	Next Workflow Actions	  

Note: To certify awards in bulk, navigate to the “Award Processing” screen’s Advanced Search. Select the search criteria to search for applications that are in the *Ready to Certify* workflow status, are the same *application type*, and are for the same *grant program*.

The results table appears. In the first column, click the **checkbox** to the left of each award.

Search within results				Search	Export Results	Hide Columns
1 - 14 of 14 items						
<input type="checkbox"/>	Organization	Award Number	Application Number			
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

At the bottom of the table, click the **Transition Workflow** button.



3. The “Transition Status” screen appears in a new window. Award(s) selected from the previous screen appear at the top of this page. From the *Workflow Action* line, select the **Approve** radio button.

4. Click the **OK** button.

Note: Comments are optional.

Transition Status

Grantee	Application Type	Application Number	Grant Number	Status
	New			<p>Compliance Information:</p> <p>SAM.gov Registration: Registration Active (Expires: 10/18/2025) (Updated from SAM.gov: 02/05/2025 at 10:31 AM EST)</p> <p>Federal Debt: No Debt Reported</p> <p>Excluded Parties: No Exclusion</p> <p>Reps & Certs: On File (See Recipient Data Insights for more information)</p> <p>Responsibility/Qualification: Government Entered Records - No Records on File Recipient Provided Records - Not Required to Report</p> <p>Do Not Pay: Not Applicable for IRS Tax Exempt Revocation List Not on the Excluded Foreign Entities List</p>

Workflow Action: *

☒ Approve
 ☐ Reject

Comments

5. The “Changed Notices of Grant Awards” screen appears. The status is *Queued* and eventually updates to the next workflow status. Click the **Continue** button.

Changed Notices of Grant Awards

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.
To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in Award Workflow history page.

Grantee	Grant Number	Award Amount	Status
		\$2,743,450.00	Queued




Continue

Note: The “Award Processing” screen appears. The next person in the approval process receives an email notification that they have an action to perform in the GrantSolutions GMM.

REJECT THE NOA

When a draft NOA needs to be returned to make changes, follow the steps below:

1. Once in Grantsolutions GMM, from the menu bar, click the **Awards** menu drop-down and select the **Award Processing** option.
2. The “Award Processing” screen appears. Use the *Simple* or *Advanced* search fields to locate the desired grant.
3. Matching results appear in a table below the search fields. From the *Actions* column, click the **Transition Workflow** icon.

Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
09/01/2024	08/31/2024	Ready for Final Approval	Next Workflow Actions	  

4. The "Transition Status" screen appears in a new window. From the *Workflow Action* line, select the **Reject** radio button.
5. In the *Comments* field, enter a required **comment**.

Transition Status

Grantee	Application Type	Application Number	Grant Number	Status
	New			<p>Compliance Information:</p> <p>SAM.gov Registration: Registration Active (Expires: 10/18/2025) (Updated from SAM.gov: 02/05/2025 at 10:31 AM EST)</p> <p>Federal Debt: No Debt Reported</p> <p>Excluded Parties: No Exclusion</p> <p>Reps & Certs: On File (See Recipient Data Insights for more information)</p> <p>Responsibility/Qualification: Government Entered Records - No Records on File Recipient Provided Records - Not Required to Report</p> <p>Do Not Pay: Not Applicable for IRS Tax Exempt Revocation List Not on the Excluded Foreign Entities List</p>

Workflow Action: *

Comments *

☐ Approve
 ☒ Reject

OK Cancel

6. Click the **OK** button.

Workflow Action: *

Comments *

☐ Approve
 ☒ Reject

OK Cancel

7. The “Changed Notices of Grant Awards” screen opens in a new window. The status is *Queued* and eventually updates to the next workflow status. Below the table, click the **Continue** button.

Changed Notices of Grant Awards

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.

To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in Award Workflow history page.

Grantee	Grant Number	Award Amount	Status
		\$2,743,450.00	Drafted

Continue

The “Award Processing” screen appears, and the award is now in *Draft* workflow status. The Grants Management Specialist (GMS) and Grants Management Officer (GMO) receive email notification that the draft NOA has been returned. Once any corrections are made, they must move forward through the workflow again.

Award Processing

[Advanced Search](#)

Application Number
Grant Number or FAIN
Organization

1 - 1 of 1 item												
	Organization	Award Number	Application Number	Application Type	Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
<input type="checkbox"/>				New	\$1,342,916.00	\$1,342,916.0	Monetary	08/01/2024	07/31/2025	Drafted	Next Workflow Actions	

Legend
 Open Award Overview
 View/Print Notice Of Award
 Transition Workflow
 Primary Amendment