

QUICK SHEET: NOTICE OF AWARD (NOA) – AWAITING ACCEPTANCE (GRANTOR)

AUDIENCE: GRANTS MANAGEMENT OFFICE (GMO) AND GRANTS MANAGEMENT SPECIALIST (GMS)

PURPOSE

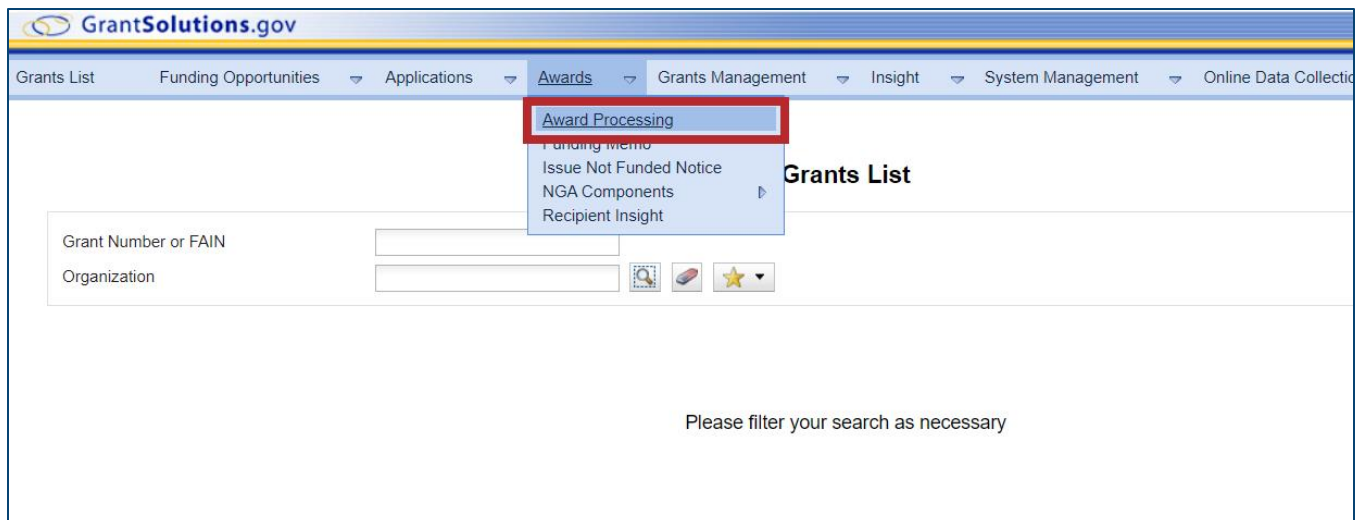
The purpose of this Quick Sheet is to provide instructions for logging a recipient's acceptance of a Notice of Award (NOA) in GrantSolutions Grants Management Services (GMM).

After issuing an award in GrantSolutions GMM, some Partner's business processes require the recipient to accept the award. If a recipient cannot log into GrantSolutions GMM and accept the NOA, a Grantor can log the recipient's acceptance in the system. Grantors with the Grants Management Officer (GMO) or the Grants Management Specialist (GMS) system role may log the recipient's acceptance.

AWAITING ACCEPTANCE GRANTOR ACTIONS

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

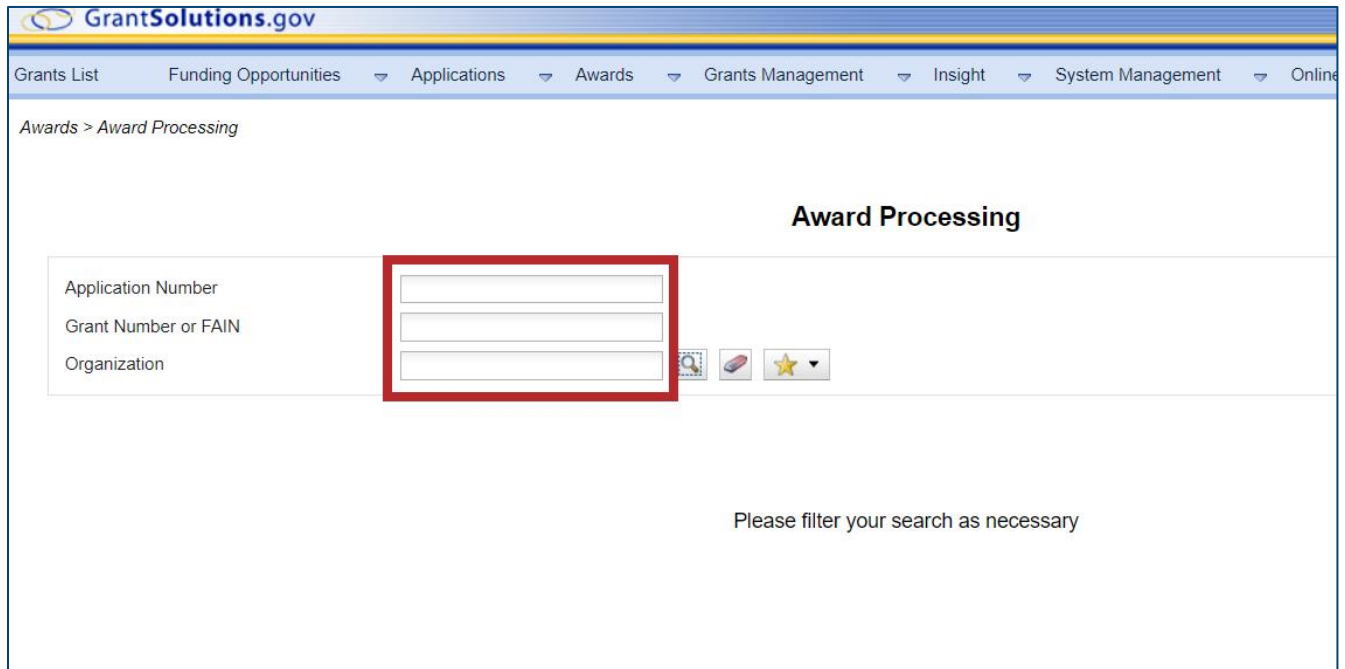
- From the GMM menu bar, click the **Awards** menu drop-down and select the **Award Processing** option.



The screenshot shows the GrantSolutions.gov website interface. The top navigation bar includes links for Grants List, Funding Opportunities, Applications, Awards, Grants Management, Insight, System Management, and Online Data Collection. The 'Awards' menu is open, showing options: Award Processing (highlighted with a red box), Funding memo, Issue Not Funded Notice, NGA Components, and Recipient Insight. Below the menu, there are input fields for 'Grant Number or FAIN' and 'Organization', along with search and filter icons. A 'Grants List' section is partially visible on the right. At the bottom, a message reads 'Please filter your search as necessary'.

- The "Award Processing" screen displays. Enter the **search criteria** in the Simple search fields.

Note: Search for an award by entering the application number, the grant number, or the recipient organization name. Partial searches are allowed; only three characters are required in a field to perform the search.



GrantSolutions.gov

Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online




Awards > Award Processing

Award Processing

Application Number

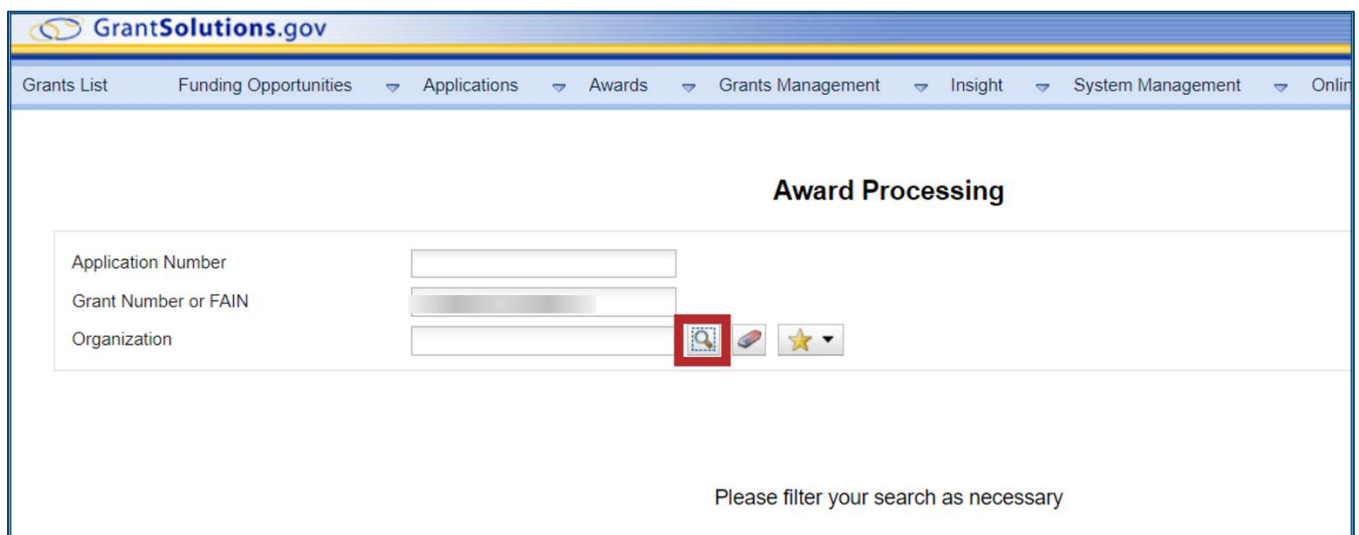
Grant Number or FAIN

Organization

Please filter your search as necessary

- Select the **Search** icon.



GrantSolutions.gov




Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online

Award Processing

Application Number

Grant Number or FAIN

Organization




Please filter your search as necessary

The page refreshes and awards matching the search criteria display in the results table. The workflow status will be *Awaiting Acceptance*.

Award Processing [Advanced Search](#)




Application Number

Grant Number or FAIN




Organization   

Search within results

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

<input type="checkbox"/>	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"/>	Transportation			New	\$600,000.00	\$600,000.00	Monetary	08/31/2023	08/30/2024	Awaiting Acceptance	Next Workflow Actions	  

- From the *Actions* column, select the **Transition Workflow** icon.

ary is	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
y	09/29/2023	09/28/2024	Awaiting Acceptance	Next Workflow Actions	  

The "Transition Status" screen displays in a new window. Follow the actions in order below:

- Select the **Accept** radio button from the *Workflow Actions* field. **Note:** The *Reject* radio button can be selected if the recipient rejects the award.
- Enter the Accept/Decline Date.
- Enter the Grantee's Official Name.
- Enter the Grantee Official Title.
- Click the **OK** button.

Note: Comments are optional.

Transition Status

Grantee	Application Type	Application Number	Grant Number	Status
A DEPARTMENT OF	New			

Compliance Information:

SAM.gov Registration: Registration Active (Expires: 12/12/2023) (Updated from SAM.gov: 09/28/2023 at 03:32 PM EDT)

Federal Debt: No Debt Reported

Excluded Parties: No Exclusion

Reps & Certs: On File (See [Recipient Data Insights](#) for more information)

FAPIS: Not Listed on FAPIS

Do Not Pay: Not Applicable for IRS Tax Exempt Revocation List
Not on the Excluded Foreign Entities List

Workflow Action: *

Accept/Decline Date *

Grantee Official Name *

Grantee Official Title *

Comments

☒ Accept ☐ Reject

09/28/2023

Jane Doe

Authorizing Official

OK Cancel

- The Changed Notices of Grant Awards screen displays. Select the **Continue** button.

Note: The next person in the approval process receives an email notification that they have an action to perform in GrantSolutions GMM.

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
TRANSPORTATION MINNESOTA DEPARTMENT OF	0	\$16,000,000.00	Queued

The "Award Processing" screen displays.

Note: Follow one of the two actions below:

- If the Partner's next workflow status is *Ready For AO Release*, this requires the Program Authorizing Official (AO) to release the Award.
- If the Partner does not have the workflow status *Ready For AO Release*, no other action in GrantSolutions is necessary.




Award Processing

[Advanced Search](#)

Application Number

Grant Number or FAIN

Organization

Search within results

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	\$600,000.00	\$600,000.00	Monetary	08/31/2023	08/30/2024	Ready For AO Release	Next Workflow Actions	