

QUICK SHEET: NOTICE OF AWARD (NOA) - READY FOR APPROVAL

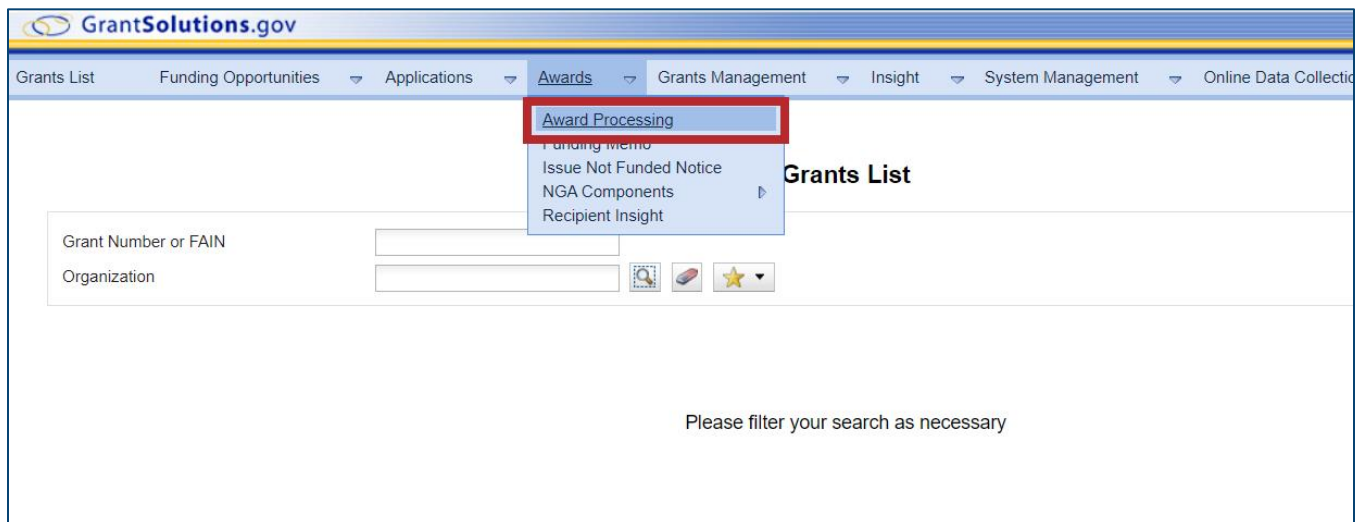
AUDIENCE: GRANTS MANAGEMENT OFFICERS (GMO)

PURPOSE

The purpose of this Quick Sheet is to provide instructions for kicking off the Notice of Award (NOA) approval process in GrantSolutions Grants Management Services (GMM). The approval workflow may vary depending on the Partner or Grant Program; however, the steps remain the same.

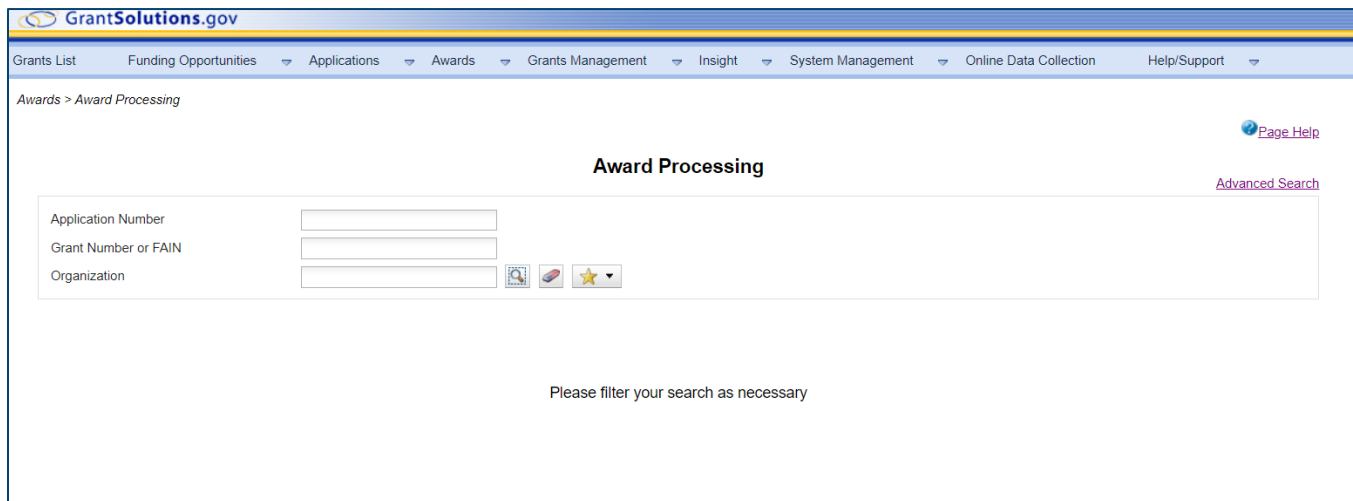
Note: For Login information and instructions, please view the GrantSolutions Login Quick Sheet.

1. 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 navigation bar, there is a search section with input fields for 'Grant Number or FAIN' and 'Organization', and a search button. The main content area is titled 'Grants List' and contains the text 'Please filter your search as necessary'.

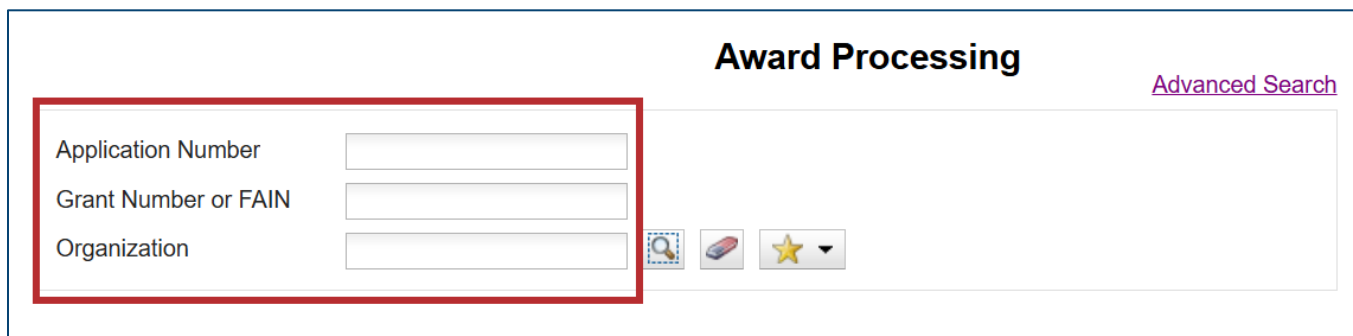
The “Award Processing” screen displays.



The screenshot shows the GrantSolutions.gov website with the 'Award Processing' page. The navigation bar includes links for Grants List, Funding Opportunities, Applications, Awards, Grants Management, Insight, System Management, Online Data Collection, and Help/Support. The page title is 'Award Processing' with a 'Page Help' link. Below the title is a search section with 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 pill, and a yellow star. Below the search fields is a message: 'Please filter your search as necessary'. There is also an 'Advanced Search' link in the top right corner.

2. Enter the **search criteria** in the Simple Search fields 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.

Note: To search using more than one search criteria, use the *Advanced Search*.



This screenshot is similar to the previous one, but the search input fields are highlighted with a red rectangular box. The fields are labeled 'Application Number', 'Grant Number or FAIN', and 'Organization'. The 'Advanced Search' link is also visible in the top right corner.

3. Select the **Search** icon.




Award Processing

[Advanced Search](#)

Application Number







Grant Number or FAIN

Organization








The page refreshes and awards matching the search criteria display in the results table.

Note: The *Workflow Status* will be *Drafted* or *In Review*, depending on the Program's workflow process and the user's assigned roles.

GrantSolutions.gov												
Home Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support												
Award Processing												
<div> Application Number <input type="text"/> Grant Number or FAIN <input type="text"/> Organization <input type="text"/>    </div>												
<input type="text"/> Search within results <input type="button" value="Search"/> <input type="button" value="Export Results"/> <input type="button" value="Hide Columns"/>												
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"/>				New	\$500,000.00	\$500,000.00	Monetary	03/02/2020	12/31/2020	In Review	Next Workflow Actions	  

4. From the *Actions* column, select the **Open Award Overview** icon.

50 200 1000							
Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
\$500,000.00	\$500,000.00	Monetary	03/02/2020	12/31/2020	In Review	Next Workflow Actions	  

5. The “Award Overview” screen displays in a new window. Select the **View/Print Notice Of Award** link from the *Award Information* column to review the NOA.

Award Overview

Organization:		
Project Title:		
UEI:		DUNS:
CCR EIN:		
Grant Number:		Approved Amount: \$2,743,450.00
Amendment Number: 0		Funds Restricted: No
Budget period Number: 1		Project Period: 09/01/2024 - 08/31/2026
FAIN:		Budget Period: 09/01/2024 - 08/31/2026
Application Number:		Application Type: New
Workflow Status: In Review		Last Updated By/Date: - 09/23/2024

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](#)

Award Actions

- [Return to Draft](#)
- [Ready for Approval](#)
- [Change Type to Replacement](#)
- [Delete Notice of Award](#)

Award Information

- [Application](#)
- [Award Workflow History](#)
- [Next Workflow Actions](#)
- [Funding Memo](#)
- [Award Summary](#)
- [View/Print Notice Of Award](#)
- [Recipient Data Insights](#)

6. A pop-up displays the NOA. Confirm that the information in the draft NOA, terms and conditions, and award attachments are correct.
7. 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:

Notice of Award

Award# [REDACTED]
FAIN# [REDACTED]
Federal Award Date: Draft as of 10/31/2024

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 (PI)	13. Statutory Authority																																																
4. Employer Identification Number (EIN)	14. Federal Award Project Title																																																
5. Data Universal Numbering System (DUNS)	15. Assistance Listing Number																																																
6. Recipient's Unique Entity Identifier (UEI)	16. Assistance Listing Program Title																																																
7. Project Director or Principal Investigator	17. Award Action Type																																																
	18. Is the Award R&D?																																																
8. Authorized Official	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Summary Federal Award Financial Information</th> </tr> </thead> <tbody> <tr> <td>19. Budget Period Start Date</td> <td>10/01/2023</td> <td>End Date</td> <td>10/31/2024</td> </tr> <tr> <td>20. Total Amount of Federal Funds Obligated by this Action</td> <td colspan="2"></td> <td>\$1,631,175.00</td> </tr> <tr> <td>20a. Direct Cost Amount</td> <td colspan="2"></td> <td>\$1,462,937.00</td> </tr> <tr> <td>20b. Indirect Cost Amount</td> <td colspan="2"></td> <td>\$168,238.00</td> </tr> <tr> <td>21. Authorized Carryover</td> <td colspan="2"></td> <td>\$0.00</td> </tr> <tr> <td>22. Offset</td> <td colspan="2"></td> <td>\$0.00</td> </tr> <tr> <td>23. Total Amount of Federal Funds Obligated this budget period</td> <td colspan="2"></td> <td>\$0.00</td> </tr> <tr> <td>24. Total Approved Cost Sharing or Matching, where applicable</td> <td colspan="2"></td> <td>\$407,794.00</td> </tr> <tr> <td>25. Total Federal and Non-Federal Approved this Budget Period</td> <td colspan="2"></td> <td>\$2,038,969.00</td> </tr> <tr> <td>26. Period of Performance Start Date</td> <td>10/01/2023</td> <td>End Date</td> <td>10/31/2028</td> </tr> <tr> <td>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</td> <td colspan="2"></td> <td>\$2,038,969.00</td> </tr> </tbody> </table>		Summary Federal Award Financial Information			19. Budget Period Start Date	10/01/2023	End Date	10/31/2024	20. Total Amount of Federal Funds Obligated by this Action			\$1,631,175.00	20a. Direct Cost Amount			\$1,462,937.00	20b. Indirect Cost Amount			\$168,238.00	21. Authorized Carryover			\$0.00	22. Offset			\$0.00	23. Total Amount of Federal Funds Obligated this budget period			\$0.00	24. Total Approved Cost Sharing or Matching, where applicable			\$407,794.00	25. Total Federal and Non-Federal Approved this Budget Period			\$2,038,969.00	26. Period of Performance Start Date	10/01/2023	End Date	10/31/2028	27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance			\$2,038,969.00
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9. Awarding Agency Contact Information	28. Authorized Treatment of Program Income																																																
10. Program Official Contact Information	29. Grants Management Officer - Signature																																																
30. Remarks																																																	

9425

1,175.00

2023 - 10/31/2028

2023 - 10/31/2024

nt21 - 10/31/2024

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History

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Of Award

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Close

Note: Use the links from the *Award Preparation* column to make changes to the draft NOA.

- **Select Org Address** – Update the recipient address.
- **Project Assignments** – Assign Recipients and Grantors so they are available for selection on the Edit NOA screen.
- **Budget Worksheet** – Update the Federal and Non-Federal amounts displayed on the NOA.
- **Terms and Conditions** – Replace the final Grant Agreement attachment.
- **Edit Notice of Award** – Make changes to the NOA.

Award Overview			
Organization:			
Project Title:			
UEI:		DUNS:	
CCR EIN:			
Grant Number:		Approved Amount:	\$2,743,450.00
Amendment Number:	0	Funds Restricted:	No
Budget period Number:	1	Project Period:	09/01/2024 - 08/31/2026
FAIN:		Budget Period:	09/01/2024 - 08/31/2026
Application Number:		Application Type:	New
Workflow Status:	In Review	Last Updated By/Date:	- 09/23/2024

Award Preparation	Award Actions	Award Information
Edit/Validate Organization	Return to Draft	Application
Select Org Address	Ready for Approval	Award Workflow History
Project Assignments	Change Type to Replacement	Next Workflow Actions
Budget Worksheet	Delete Notice of Award	Funding Memo
Terms and Conditions		Award Summary
Funding Restrictions		View/Print Notice Of Award
Manage Project Abstract		Recipient Data Insights
Application Notes		
Edit Notice of Award		

Close

8. From the *Award Actions* column, select the **Ready for Approval** link.

Award Overview

<p>Organization: [Redacted]</p> <p>Project Title: [Redacted]</p> <p>UEI: [Redacted]</p> <p>CCR EIN: [Redacted]</p> <p>Grant Number: [Redacted]</p> <p>Amendment Number: 0</p> <p>Budget period Number: 1</p> <p>FAIN: [Redacted]</p> <p>Application Number: [Redacted]</p> <p>Workflow Status: In Review</p>	<p>DUNS: [Redacted]</p> <p>Approved Amount: \$2,743,450.00</p> <p>Funds Restricted: No</p> <p>Project Period: 09/01/2024 - 08/31/2026</p> <p>Budget Period: 09/01/2024 - 08/31/2026</p> <p>Application Type: New</p> <p>Last Updated By/Date: [Redacted] - 09/23/2024</p>
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Award Preparation

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Close

10. The “Changed Notices of Grant Awards” screen displays. Click the **Continue** button to return to the “Award Overview” screen.

Note: The next person in the approval process receives an email notification that they have an action to perform in GrantSolutions GMM. The new Workflow Status and the next step in the process may differ by grant program.

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
		\$500,000.00	Queued

Continue