

QUICK SHEET: NOTICE OF AWARD (NOA) – READY TO ISSUE

AUDIENCE: GRANTS MANAGEMENT OFFICERS (GMO)

PURPOSE

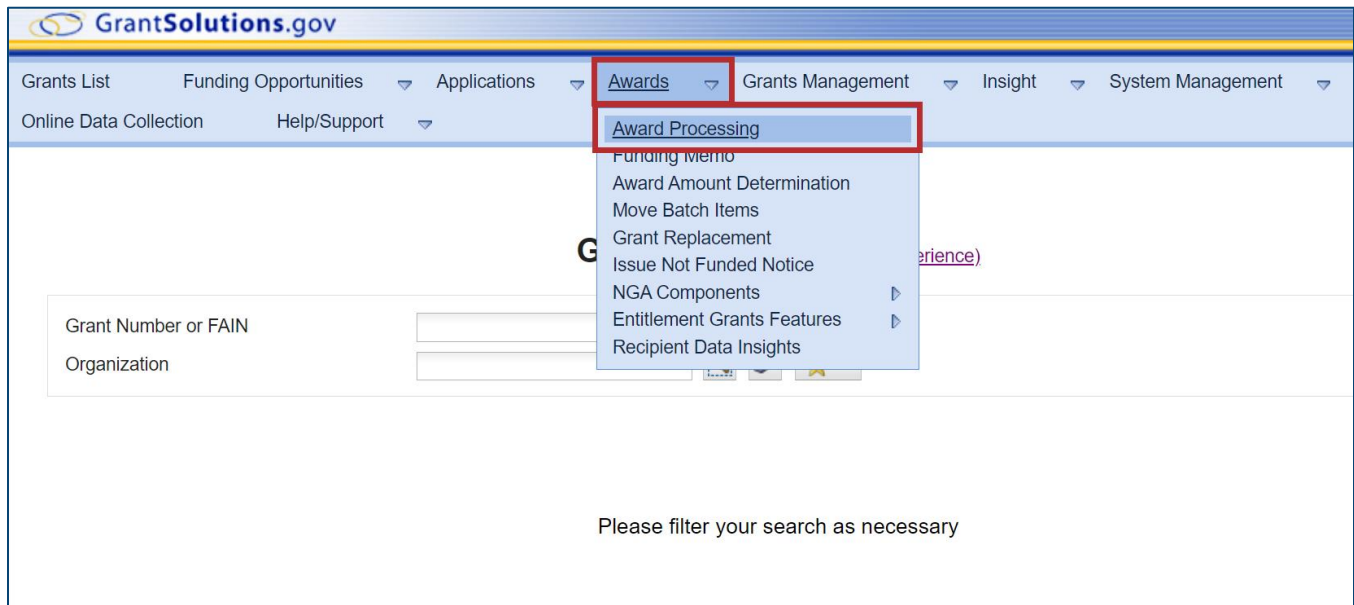
The purpose of this Quick Sheet is to provide instructions for issuing a Notice of Award (NOA) in GrantSolutions Grants Management Services (GMM). The approval workflow may vary depending on the partner or Grant Program, however, the steps remain the same. In GMM, the term NOA refers to the Grant Agreement Cover Page. The Grant Agreement document is attached to the NOA.

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

ISSUE A NOTICE OF AWARD

To issue an NOA, perform the following steps.

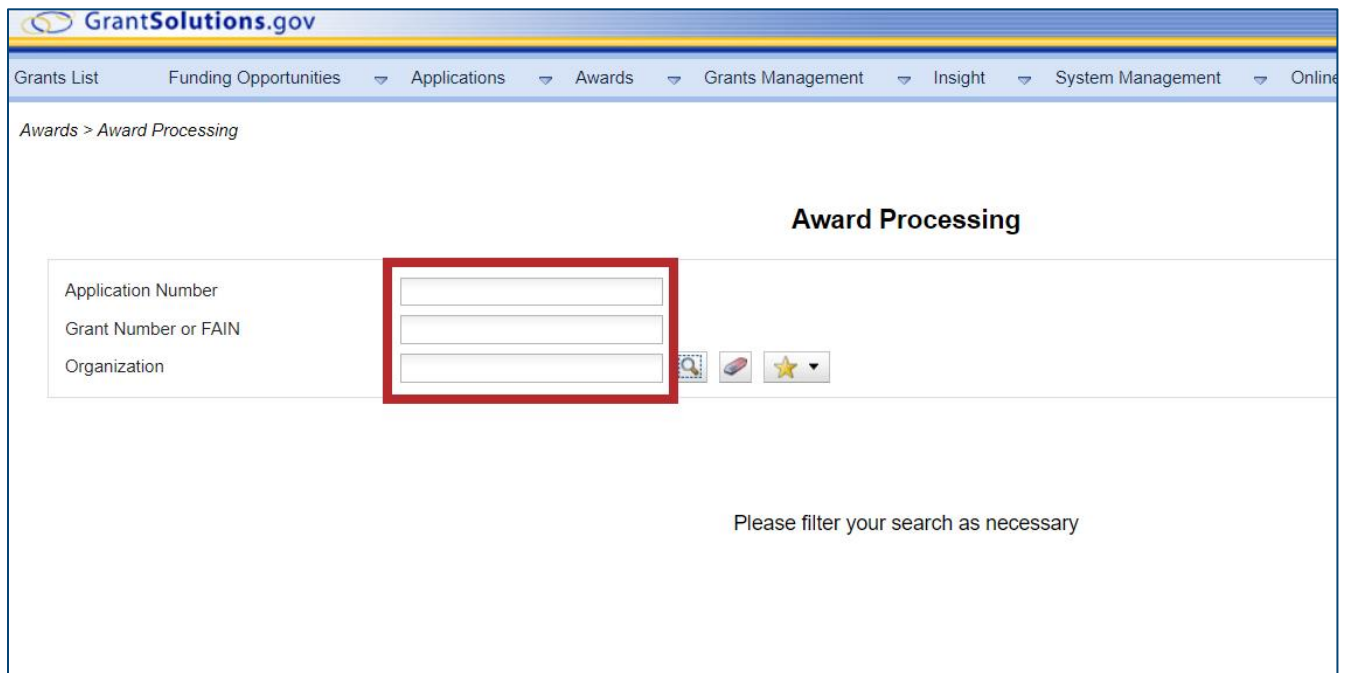
1. From the GMM menu bar, click the **Awards** drop-down and select the **Award Processing** option.



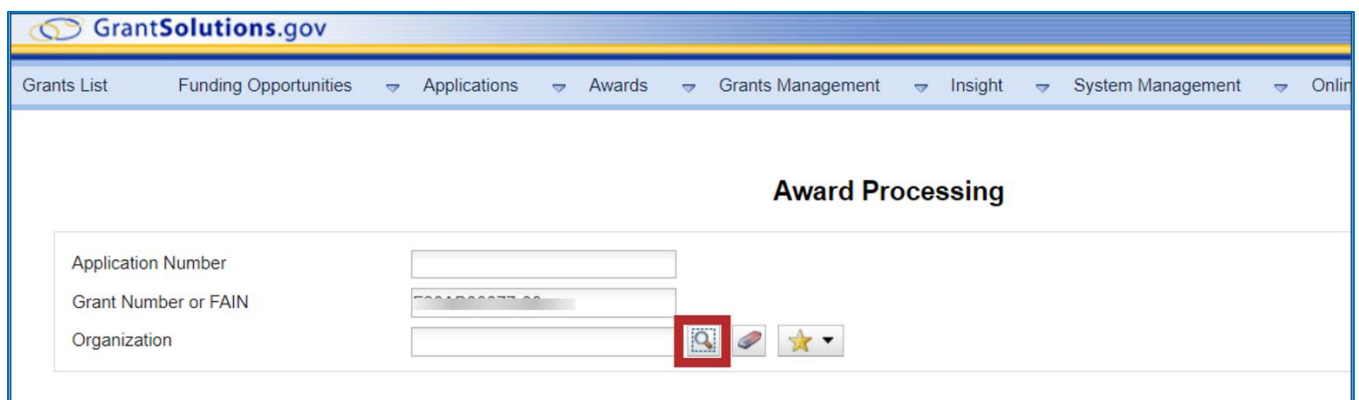
The screenshot shows the GrantSolutions.gov website interface. The top navigation bar includes links for Grants List, Funding Opportunities, Applications, Awards, Grants Management, Insight, and System Management. The Awards drop-down menu is open, showing options: Award Processing, Funding Memo, Award Amount Determination, Move Batch Items, Grant Replacement, Issue Not Funded Notice, NGA Components, Entitlement Grants Features, and Recipient Data Insights. The Award Processing option is highlighted. Below the navigation bar, there are input fields for Grant Number or FAIN and Organization. A search button is visible. At the bottom, a message reads: Please filter your search as necessary.

- The “Award Processing” screen appears. To search for an award, enter data into the **Application Number**, **Grant Number or FAIN**, or **Organization** fields.

Note: Partial searches are allowed, and only three characters are required in a field to perform a search.









- Click the **search** icon, which appears as a magnifying glass ().






A results table appears below the search fields.

Note: To issue an award, the *Workflow Status* must be *Ready to Issue*.

Award Processing											
<div> <input type="text"/> Application Number <input type="text"/> Grant Number or FAIN <input type="text"/> Organization    </div>											
<div> <input type="text"/> Search within results <input type="button" value="Search"/> <input type="button" value="Export Results"/> <input type="button" value="Hide Columns"/> </div>											
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
<input type="checkbox"/>				New	\$600,000.00	\$600,000.00	Monetary	08/31/2023	08/30/2024	Ready to Issue	Next Workflow Actions   

4. Click the **Transition Workflow** icon (→) in the *Actions* column.

Budget Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
20	12/31/2020	Ready to Issue	Next Workflow Actions	  

- The “Transition Status” screen displays in a new window. Select the **Issue** radio button in the *Workflow Action* field and click the **OK** button.

Note: The *Reject* radio button returns the NOA to the *Drafted* status for changes. Comments are required if rejecting the NOA, however, comments are not required if issuing the NOA.

Transition Status

Grantee	Application Type	Application Number	Grant Number	Status
	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: ★

Comments

☒ Issue
 ☐ Reject

- The “Changed Notices of Grant Awards” screen displays. 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	Issue Date	Status
		\$16,000,000.00	09/28/2023	Queued

The “Award Processing” screen displays, and the next individual in the approval process receives an email notification that they have an action to perform in GrantSolutions GMM. Upon issuance, the award moves forward in the workflow. The award is now searchable on the “Grant List” screen. However, depending on partner configuration, the award may require additional acceptance from the Grant Recipient, reappearing in the “Award Processing” results table with the *Workflow Status* of *Awaiting Acceptance*.

Note: If an error occurs upon issuance, the award will reappear in the “Award Processing” results table with the *Workflow Status* of *Accounting Rejection*.

Award Processing

[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

1

<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	\$600,000.00	\$600,000.00	Monetary	08/31/2023	08/30/2024	Awaiting Acceptance	Next Workflow Actions	<div><div></div><div></div><div></div></div>