

QUICK SHEET: ADDING POST SUBMISSION APPLICATION ATTACHMENTS

AUDIENCE: FEDERAL STAFF AND FEDERAL CONTRACTORS

PURPOSE

From the GrantSolutions Grants Management Services (GMM) “Application Control Checklist” screen - Post Submission Supplemental Information section, Federal Staff and contractors can attach files to a previously submitted application package on behalf of an applicant. Attaching a new file does not change the original submitted application package.

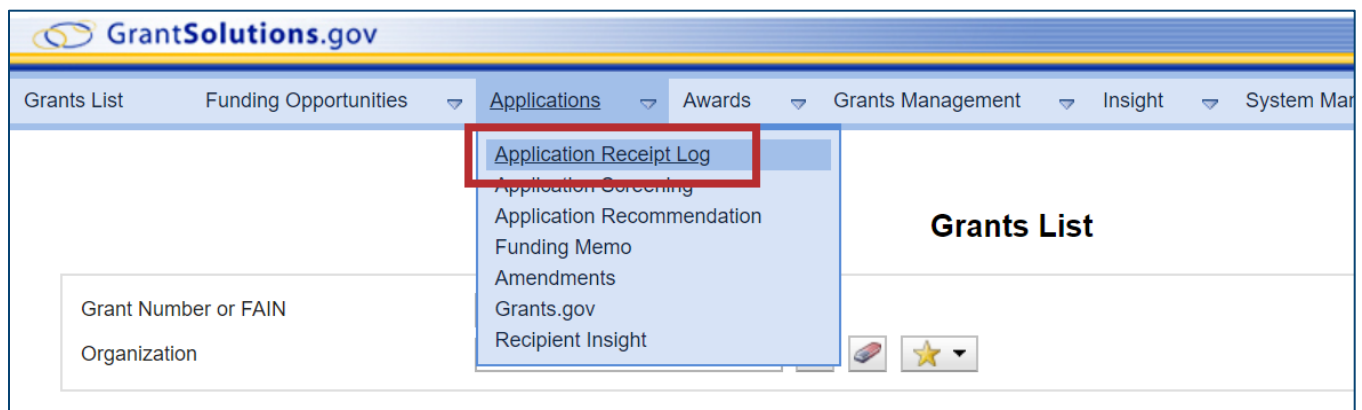
Note: GMM will not transmit post-submission supplemental attachments to the Application Review Module (ARM) if the application package has already been sent to ARM. Please reach out to the ARM team for assistance.

STEPS

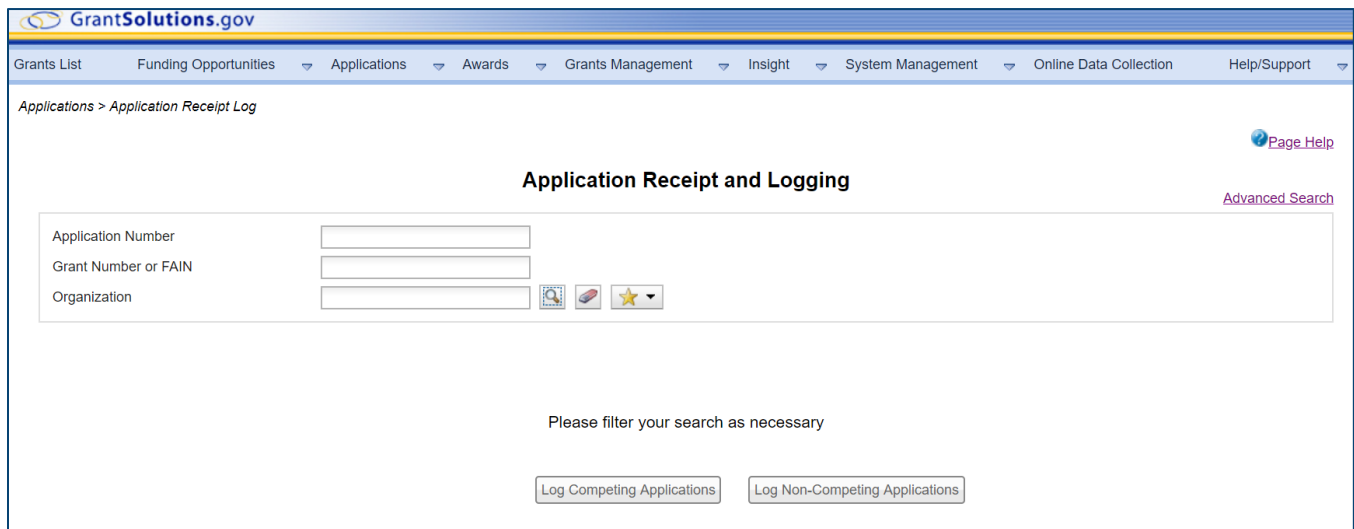
To add post-submission application attachments in GMM:

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

1. From the GMM menu bar, select the **Applications** drop-down and select the **Application Receipt Log** option.



The “Application Receipt and Logging” screen displays.



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Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support

Applications > Application Receipt Log

[Page Help](#)




[Advanced Search](#)

Application Receipt and Logging

Application Number

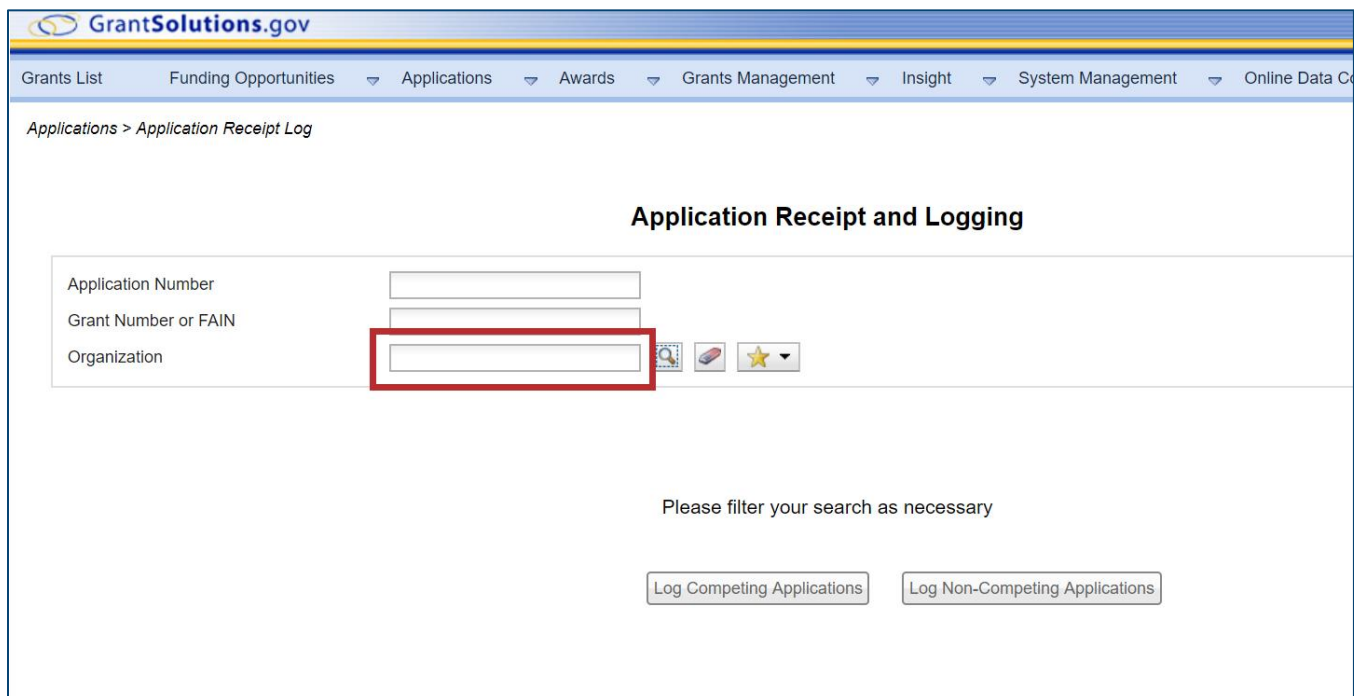
Grant Number or FAIN

Organization

Please filter your search as necessary

- From the “Application Receipt and Logging” Simple Search screen, enter the applicant **organization** name in the *Organization* field.



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Applications > Application Receipt Log

Application Receipt and Logging

Application Number

Grant Number or FAIN

Organization

Please filter your search as necessary

3. Select the **Search** icon.




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

Applications > Application Receipt Log

Application Receipt and Logging

Application Number

Grant Number or FAIN

Organization   

Please filter your search as necessary

The Results table displays.

Note: The application may also be accessed using the “Application Receipt and Logging” screen, the “Application Recommendation” screen, and the “Funding Memo” screen.




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Application Receipt and Logging













Application Number

Grant Number or FAIN

Organization   

Search within results Search Export Results Hide Columns

1 - 50 of 52 items 50 | 100 | 150 | 200 | 1000

	Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Application Status	Actions
<input type="checkbox"/>	07/11/2020 12:00:00 AM		New	Training Test		The GS Training Center	N/A	Complete	   
<input type="checkbox"/>	06/10/2020 12:00:00 AM	(To be assigned) 	New	Wildlife Training		The GS Training Center	N/A	Received	  
<input type="checkbox"/>	06/03/2020 12:00:00 AM		New	Training Video Announcement		The GS Training Center	N/A	Submitted	  

- From the **Actions** column, select the **Open Application** icon.

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Applications List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support




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Application Receipt and Logging

Advanced Search










Application Number:

Grant Number or FAIN:

Organization:   

Search within results: Search Export Results Hide Columns

1 - 50 of 52 items 50 | 100 | 150 | 200 | 1000

	Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Application Status	Actions
<input type="checkbox"/>	07/11/2020 12:00:00 AM		New	Training Test		The GS Training Center	N/A	Complete	   
<input type="checkbox"/>	06/10/2020 12:00:00 AM	(To be assigned) 	New	Wildlife Training		The GS Training Center	N/A	Received	  

The “GrantSolutions Application Control Checklist” screen displays.

- Scroll down to the *Post Submission Supplemental Information* section and click the **Attachment(s)** hyperlink.

Submitted Date: 06/27/2013 02:24 PM Eastern Time

Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
SF-425 Upload		0 Uploaded Files 0 Mail-in Items	✓
Final Project Report		0 Uploaded Files 0 Mail-in Items	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Grant Closeout Request Instructions	View PDF View Original Version	N/A	—
SF-425 Download	View Web Page	N/A	—
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Property Inventory Statement - Upload		0 Uploaded Files 0 Mail-in Items	✓

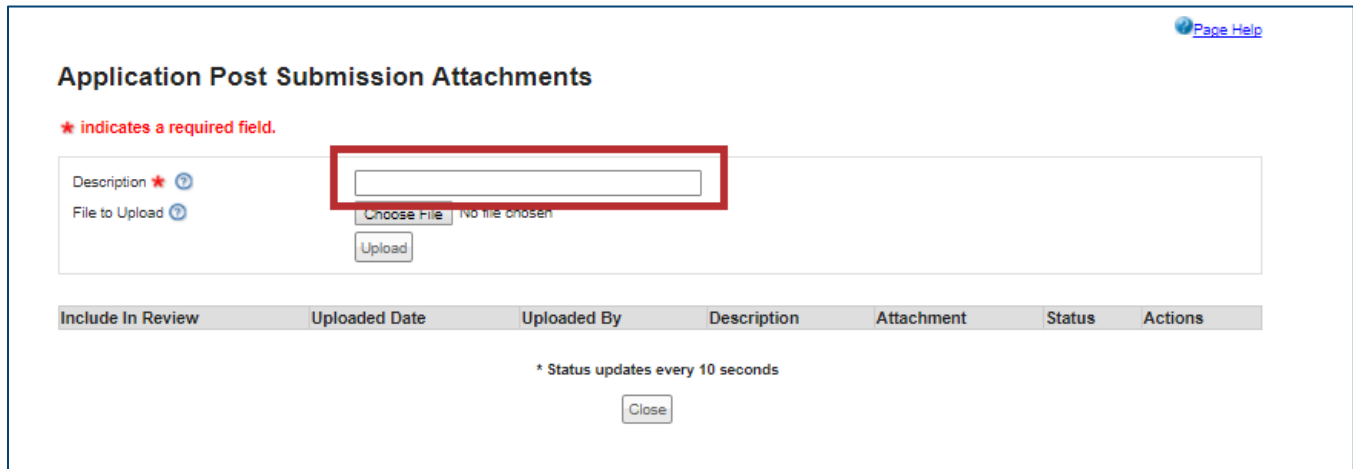
Post Submission Supplemental Information

Description
Attachment(s): Uploaded Files No Attachments Uploaded

[Amendment Package Status:](#) (Amendment) Approved (Processing)

Mail-In Package Information: ACF/OCS Office of Discretionary Grant is currently not expecting to receive a Mail-In Package for this application.

- The “Application Post Submission Attachments” screen appears. In the *Description* field, enter a required **description**.



Page Help

Application Post Submission Attachments

* indicates a required field.

Description * ⓘ

File to Upload ⓘ

Choose File No file chosen

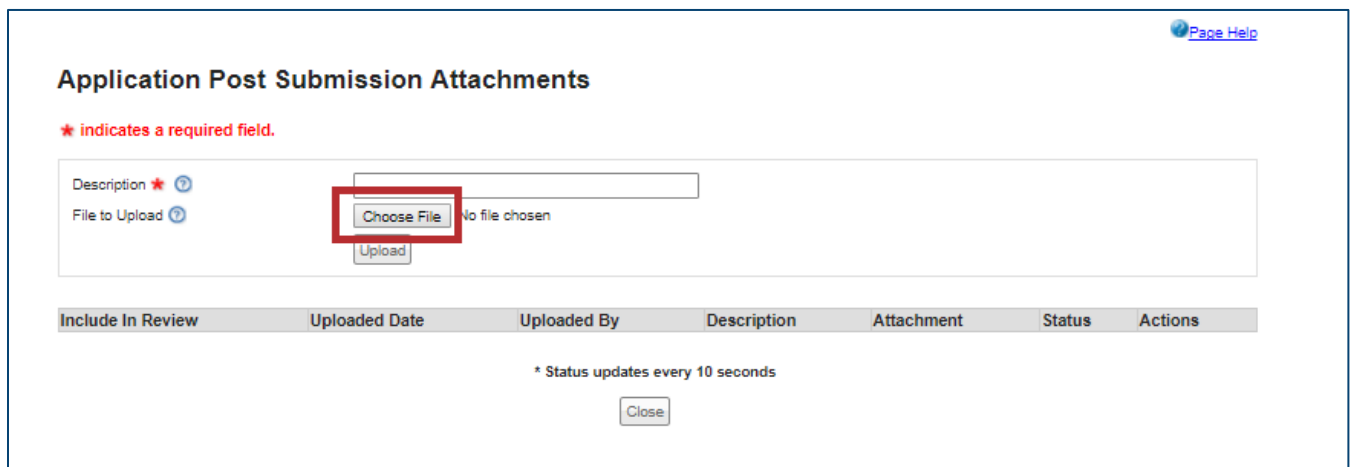
Upload

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
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* Status updates every 10 seconds

Close

- Click the **Choose File** button to select an attachment.



Page Help

Application Post Submission Attachments

* indicates a required field.

Description * ⓘ

File to Upload ⓘ

Choose File No file chosen

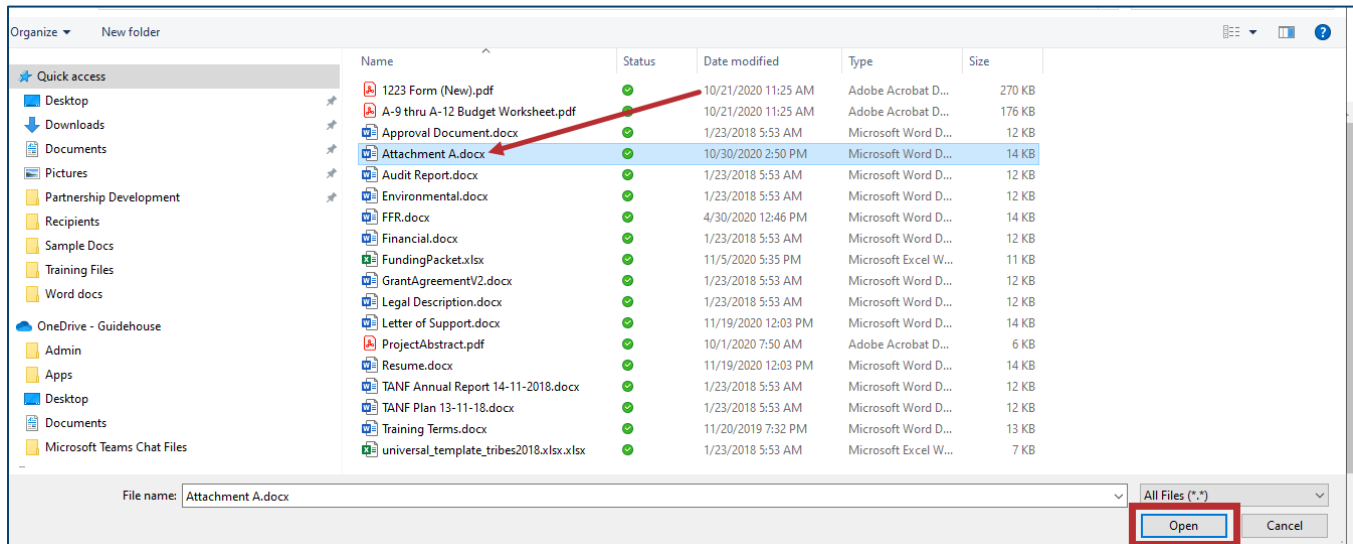
Upload

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
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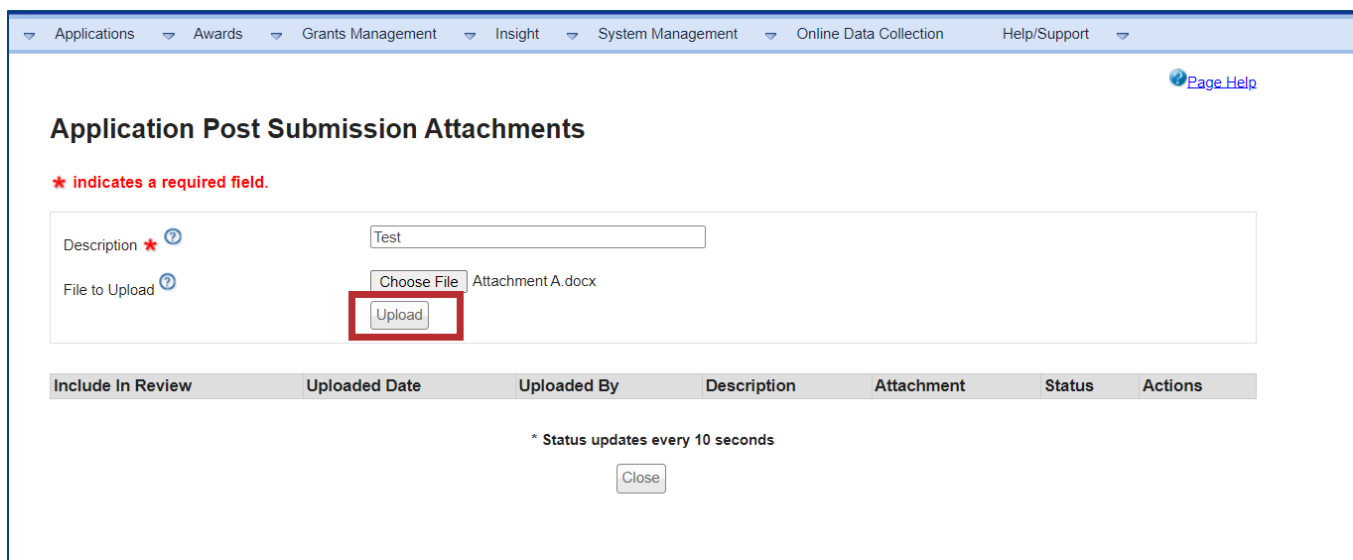
* Status updates every 10 seconds

Close

8. The “Choose File to Upload” window appears. Select the desired file and click the **Open** button.







9. The “Application Post Submission Attachments” screen reappears. Click the **Upload** button.



Once the file is attached, it is visible in the table below the Upload button. Add as many attachments as necessary.

The order in which attachments appear can be changed by clicking the **Up** and **Down** arrow icons in the *Actions* column. From the *Actions* column, the person who uploaded the file may also delete the attachment, edit the description, and view the attachment.

Action Icon	Description
	Move Up and Move Down Arrows
	Delete Attachment
	Edit Description
	View Attachment

Note: Select the *Include In Review* checkbox to include the post-submission attachment in the package if sending to Application Review Services (ARM).

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Application Post Submission Attachments






★ indicates a required field.

Description ★ [?](#)

File to Upload [?](#)

Choose File No file chosen

Upload

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
<input type="checkbox"/>	03/07/2024		Test	Attachment A.docx	SUCCESSFUL	    

* Status updates every 10 seconds

Close

10. Once all attachments are uploaded, click the **Close** button.

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Application Post Submission Attachments

★ indicates a required field.

Description ★ ?

File to Upload ? No file chosen

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
<input type="checkbox"/>	03/07/2024		Test	Attachment A.docx	SUCCESSFUL	↶ ↷ 🖨 🗑

* Status updates every 10 seconds

The “GrantSolutions Application Control Checklist” screen appears. To review or print the entire Application, from the *Print Application* section there are three printing options:

- **Original Submission:** Original submitted application package PDF.
- **Original Submission And All Supplemental Information:** Original submitted application package and all supplemental attachments.
- **Original Submission And All Supplemental Information for Review:** Original submitted application package and all supplemental attachments selected for review.

GrantSolutions Application Control Checklist

Review in Progress (Read Only)

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).

Please verify that all documents submitted with the application package appear as expected in the Original Submission PDF. Not all file types may accurately print to PDF.

Print Application:

- [Original Submission](#)
- [Original Submission And All Supplemental Information](#)
- [Original Submission And All Selected Supplemental Information For Review](#)