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.
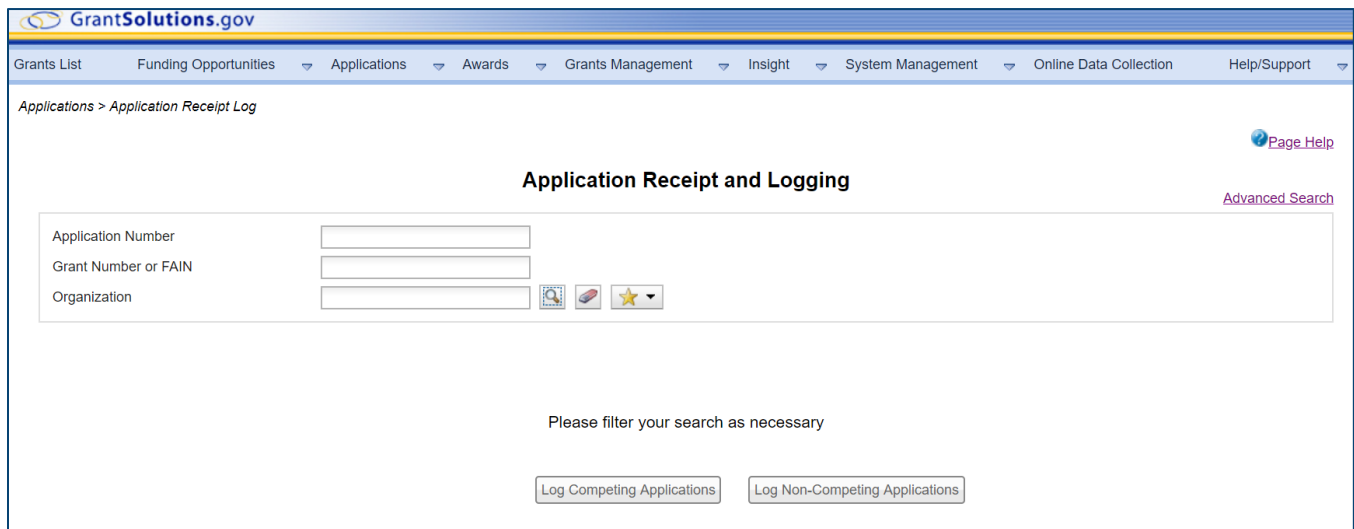
STEPS

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.
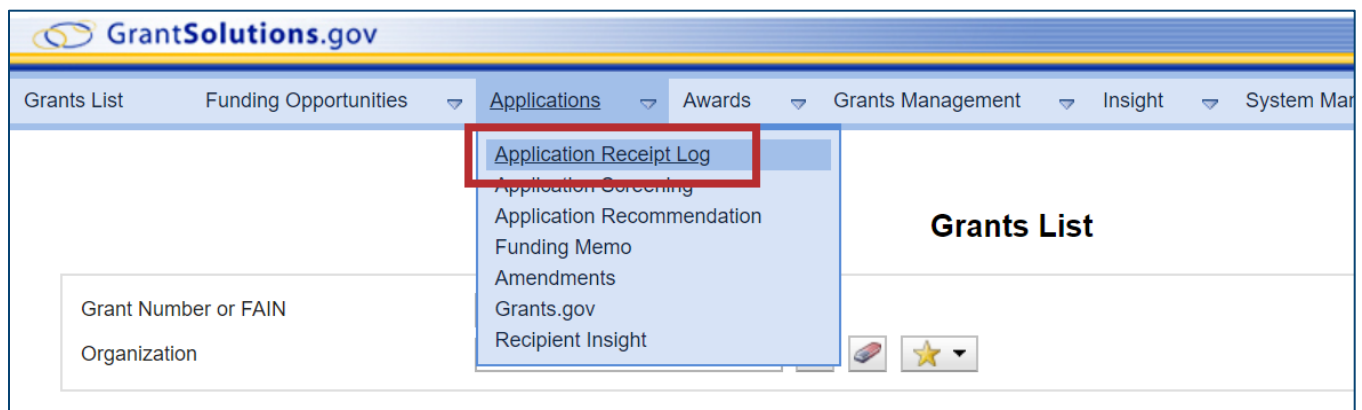
The "Application Receipt and Logging" screen displays.

2. From the "Application Receipt and Logging" Simple Search screen, enter the applicant **organization** name in the *Organization* field.

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	gs training
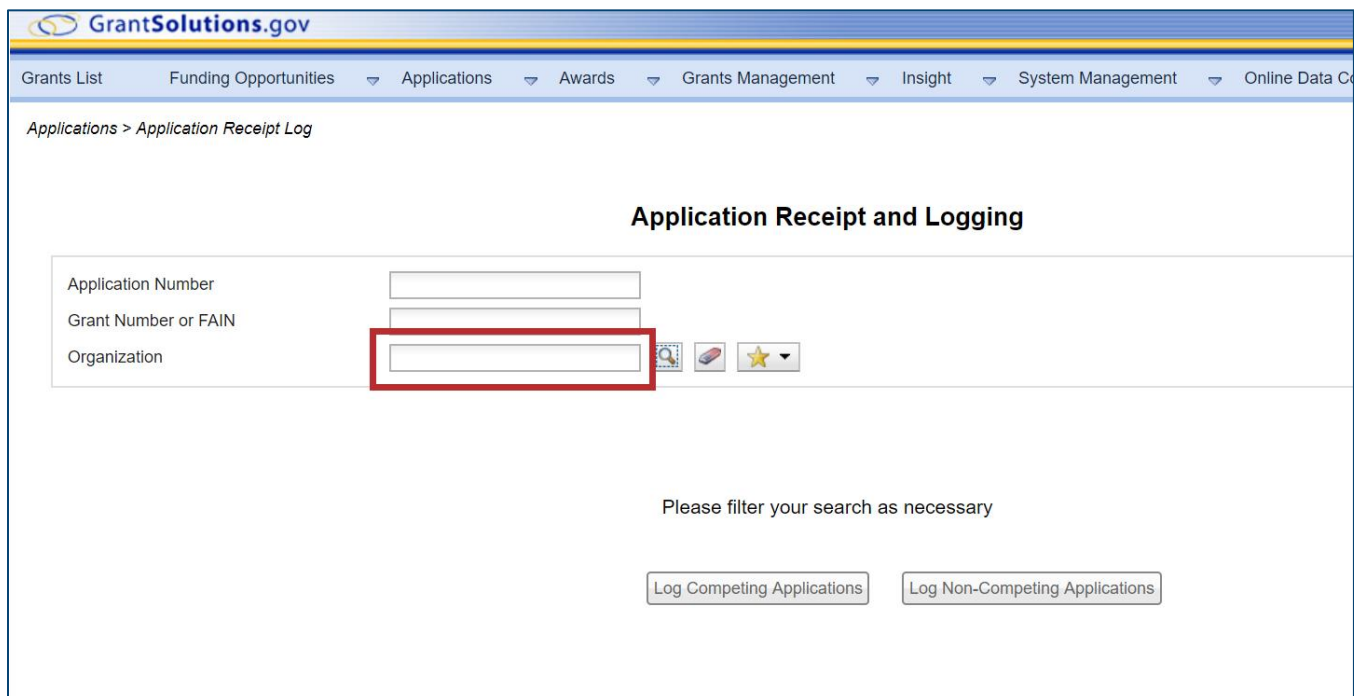
Please filter your search as necessary

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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| ants List | Funding Opportunities | ⇨ | Applications | ⇨ | Awards | ⇨ | Grants Management | ⇨ | Insight | ⇨ | System Management | ⇨ | Online Data Collection | Help/Suppo |

Page

Application Receipt and Logging

Advanced Se

Application Number	
Grant Number or FAIN	
Organization	gs training

| Search within results | Search | Export Results | Hide Columns ▼ |

1 - 50 of 52 items   50 | 100 | 150 | 200 | 1000 |◄ ◄ 1 2 ►

		Submission Date	Application #	Applicatio Type	Announcement	Grant Program	Organization	Budget Period End Date	Application Status	Actions
☐	✚	07/11/2020 12:00:00 AM	P	New	Training Test		The GS Training Center	N/A	Complete	🗎 📖 📋 🔴 👥
☐	✚	06/10/2020 12:00:00 AM	(To be assigned) P	New	Wildlife Training		The GS Training Center	N/A	Received	🗎 📖 👥
☐	✚	06/03/2020 12:00:00 AM		New	Training Video Announcement		The GS Training Center	N/A	Submitted	🗎 📖 👥

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

The "GrantSolutions Application Control Checklist" screen displays.

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

6. The "Application Post Submission Attachments" screen appears. In the *Description* field, enter a required **description**.
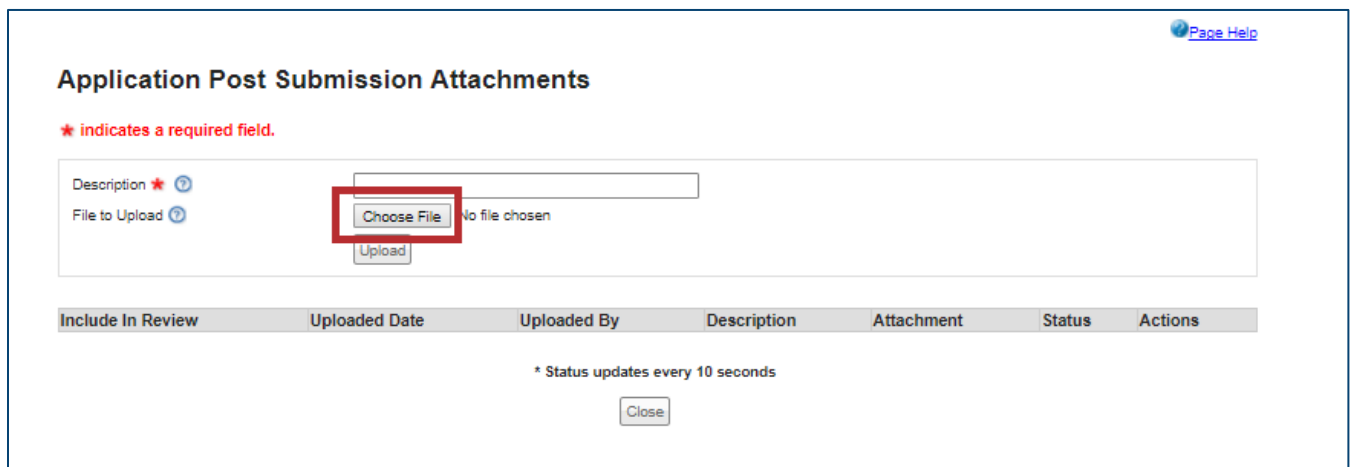
7. Click the **Choose File** button to select an attachment.

8. The "Choose File to Upload" window appears. Select the desired file and click the **Open** button.
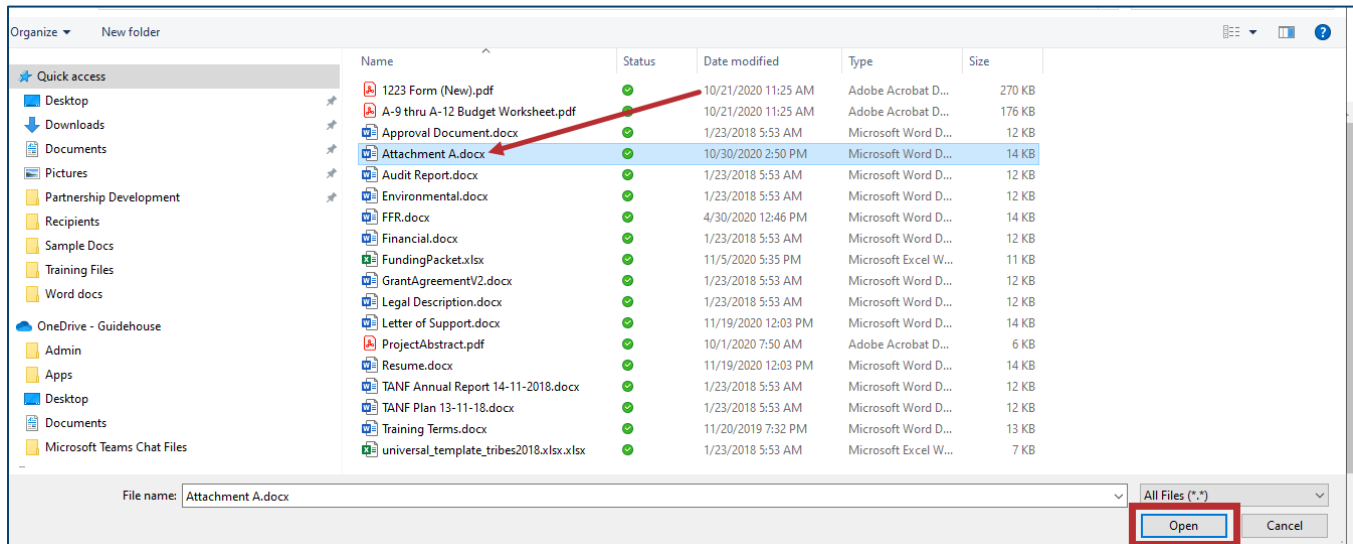
9. The "Application Post Submission Attachments" screen reappears. Click the **Upload** button.
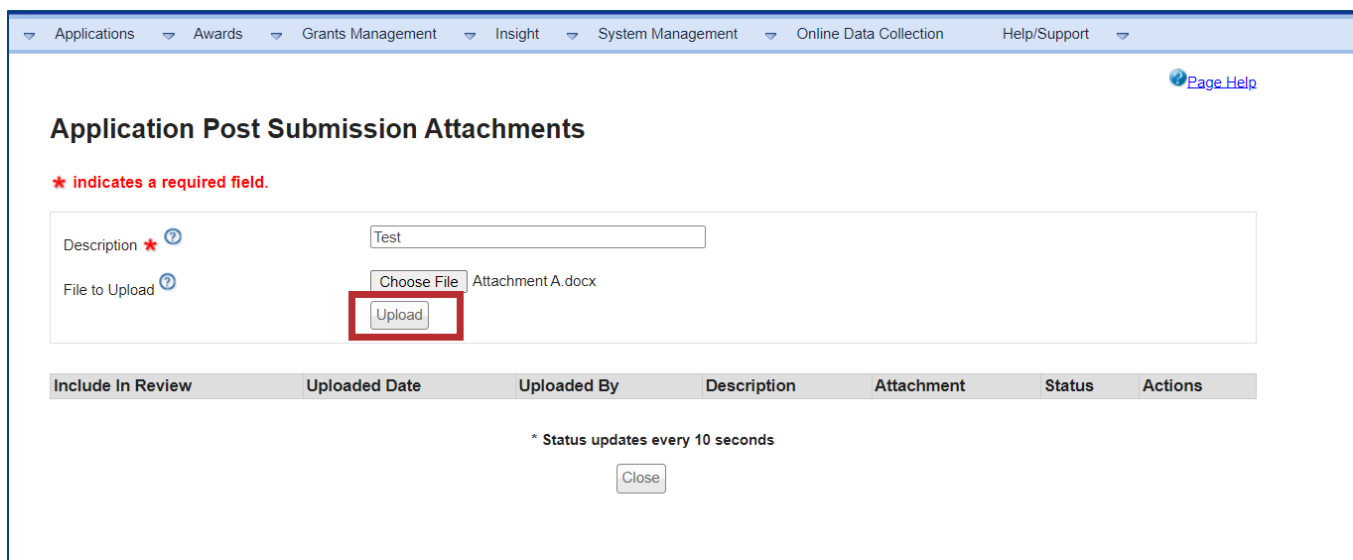
Once the file is attached, it is visible in the table below the Upload button. Add as many attachments as necessary.

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).

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

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.