

Quick Sheet: Funding Memo Bypass

AUDIENCE: GRANTS MANAGEMENT OFFICERS (GMOS), GRANTS MANAGEMENT SPECIALISTS (GMS), PROGRAM OFFICERS (PO)

INTRODUCTION

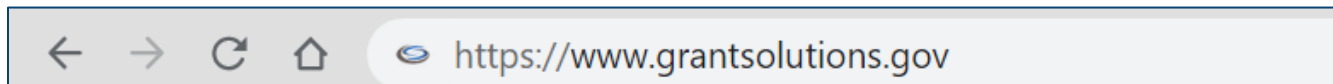
After an application is Approved and the recommended funding amounts are entered on the *Application Recommendation* screen, some programs move the Funding Memo to the Approved status by selecting the Bypass hyperlink.

The roles that may be permitted to bypass the Funding Memo may include the following:

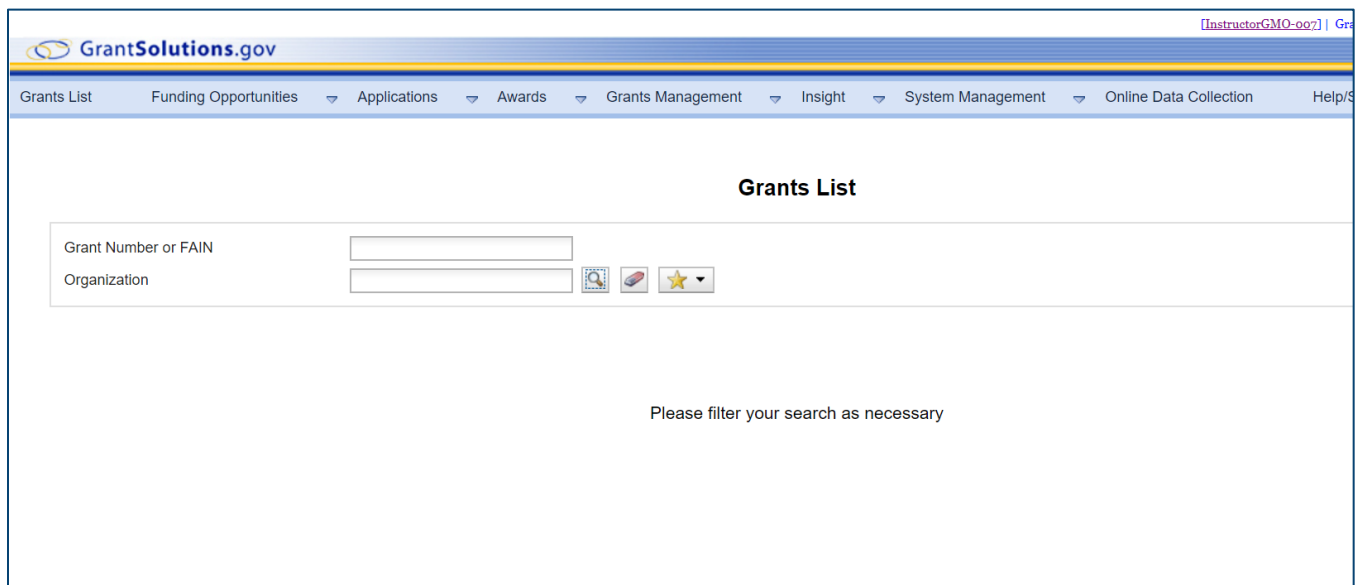
- Grants Management Officer (GMO)
- Grants Management Specialist (GMS)
- Program Officer (PO)

To bypass a Funding Memo with funds:

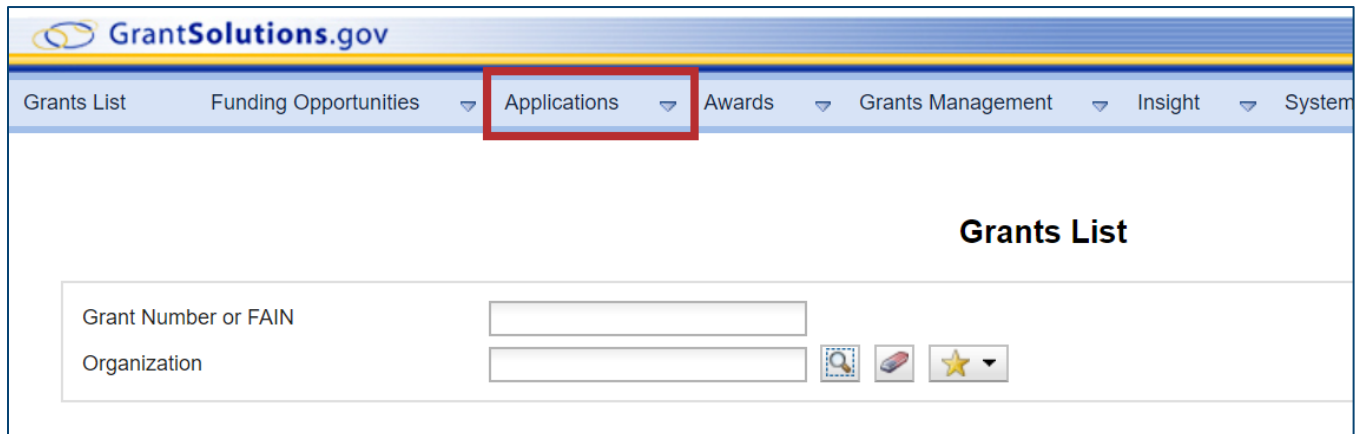
- Navigate to GrantSolutions public website (www.grantsolutions.gov) and login. **Note:** For Login information and instruction, please view the GrantSolutions Login Quick Sheet



The GrantSolutions GMM “Grants List” screen displays upon login.

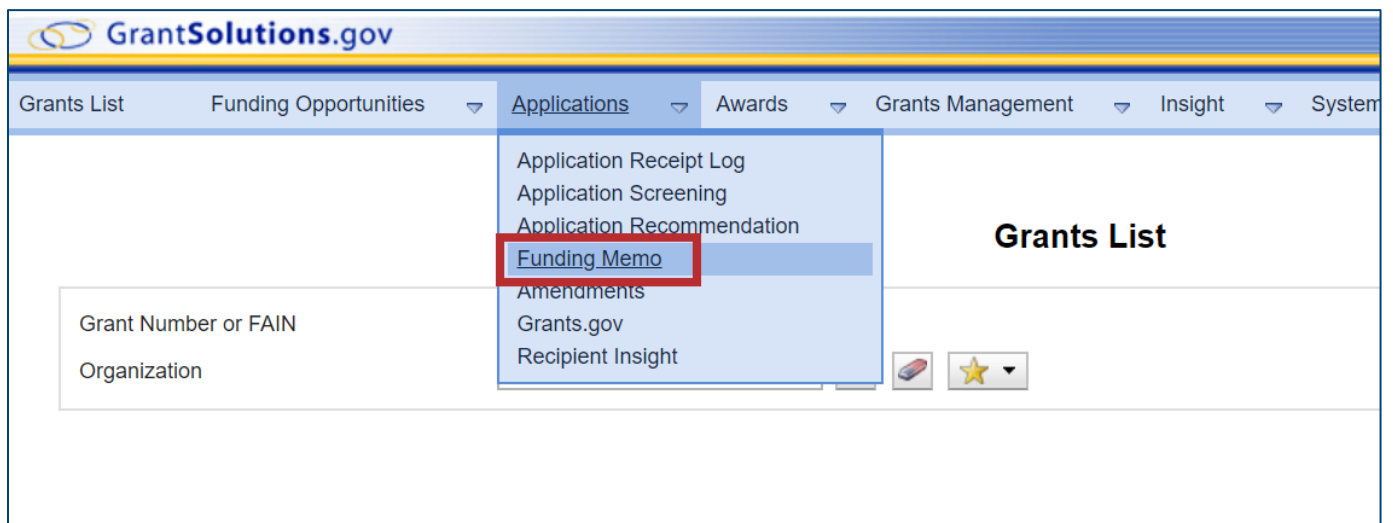


- From the GrantSolutions GMM menu bar, select the **Applications** menu.



The screenshot shows the GrantSolutions.gov website header. The menu bar includes: Grants List, Funding Opportunities, Applications (highlighted with a red box), Awards, Grants Management, Insight, and System. Below the menu bar, the page title "Grants List" is visible. There are input fields for "Grant Number or FAIN" and "Organization", along with search, edit, and favorite icons.

- From the Applications menu, select **Funding Memo** option.



The screenshot shows the GrantSolutions.gov website header with the "Applications" menu open. The dropdown menu options are: Application Receipt Log, Application Screening, Application Recommendation, Funding Memo (highlighted with a red box), Amendments, Grants.gov, and Recipient Insight. The page title "Grants List" is visible on the right. There are input fields for "Grant Number or FAIN" and "Organization", along with search, edit, and favorite icons.

The “Funding Memo” screen displays.

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

Awards > Funding Memo
Page Help

Funding Memo

Application Type
Announcement
Funding Opportunity #
Grant Program
Application Number
Grant Number
Assignment Options
Display Options
WorkFlow States

- Please select an Application Type -
- Please select an Announcement -
- Please select a Funding Opportunity # -
- Please select a Grant Program -

☐ Only Display Memos for Primary Assignments
☐ Only Display Memos for Projects Assigned to Me

☒ All Status
☒ Not Started
☐ Complete

☒ Administrative Review
☒ Coordinator Review
☒ Disapprove Review
☒ Exception
☒ Grants Review
☒ Research Review
☒ Approved
☒ Deputy Review
☒ Disapproved
☒ Financial Review
☒ Ready For Approval Override
☒ Staff Review
☒ Budget Review
☒ Director Review
☒ Draft
☒ Funds Not Certified
☒ Ready To Approve

(Search filter: Disabled)

4. Search for a single application by entering an **Application Number**.

GrantSolutions.gov
Grants List
Funding Opportunities
Applications
Awards
Grants Management
Insight
System Management

Awards > Funding Memo

Funding Memo

Application Type ?
Announcement ?
Funding Opportunity # ?
Grant Program ?
Application Number ?
Grant Number ?
Assignment Options
Display Options
WorkFlow States ?

- Please select an Application Type -
- Please select an Announcement -
- Please select a Funding Opportunity # -
- Please select a Grant Program -

☐ Only Display Memos for Primary Assignments
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☒ Administrative Review
☒ Coordinator Review
☒ Disapprove Review
☒ Exception
☒ Grants Review
☒ Research Review
☒ Approved
☒ Deputy Review
☒ Disapproved
☒ Financial Review
☒ Ready For Approval Override
☒ Staff Review
☒ Budget R
☒ Director F
☒ Draft
☒ Funds No
☒ Ready To

[\(Search filter: Disabled\)](#)

5. Select the **Search** button.

GrantSolutions.gov

Funding Opportunities ▾ Applications ▾ Awards ▾ Grants Management ▾ Insight ▾ System Management ▾ Online Data Collection ▾

Funding Memo

Funding Memo

Application Type [?]

Announcement [?]

Funding Opportunity # [?]

Grant Program [?]

Application Number [?]

Grant Number [?]

Assignment Options ☐ Only Display Memos for Primary Assignments

Display Options ☐ Only Display Memos for Projects Assigned to Me

Workflow States [?] ☒ All Status ☒ Not Started ☐ Complete

<input checked="" type="checkbox"/> Administrative Review	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Budget Review
<input checked="" type="checkbox"/> Coordinator Review	<input checked="" type="checkbox"/> Deputy Review	<input checked="" type="checkbox"/> Director Review
<input checked="" type="checkbox"/> Disapprove Review	<input checked="" type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Draft
<input checked="" type="checkbox"/> Exception	<input checked="" type="checkbox"/> Financial Review	<input checked="" type="checkbox"/> Funds Not Certified
<input checked="" type="checkbox"/> Grants Review	<input checked="" type="checkbox"/> Ready For Approval Override	<input checked="" type="checkbox"/> Ready To Approve
<input checked="" type="checkbox"/> Research Review	<input checked="" type="checkbox"/> Staff Review	

(Search filter: Disabled)

The "Funding Memo" results table displays.

tSolutions.gov
Funding Opportunities
Applications
Awards
Grants Management
Insight
System Management
Online Data Collection
Help/Support

ing Memo

Page Help

Funding Memo

Application Type
Announcement
Funding Opportunity #
Grant Program
Application Number
Grant Number
Assignment Options
Display Options
Workflow States

- Please select an Application Type -
- Please select an Announcement -
- Please select a Funding Opportunity # -
- Please select a Grant Program -

☐ Only Display Memos for Primary Assignments
☐ Only Display Memos for Projects Assigned to Me
☒ All Status
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☐ Complete

☒ Administrative Review
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☒ Disapprove Review
☒ Exception
☒ Grants Review
☒ Research Review
☒ Approved
☒ Deputy Review
☒ Disapproved
☒ Financial Review
☒ Ready For Approval Override
☒ Staff Review
☒ Budget Review
☒ Director Review
☒ Draft
☒ Funds Not Certified
☒ Ready To Approve

(Search filter: Disabled)

SearchClose

Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	New				Federal: \$1,000.00 Non-Federal: \$0.00	Not Started Federal: \$0.00 Non-Federal: \$0.00		ByPass Create View Full Review Application Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review

ByPassCreate

6. From the Action column, select the **Bypass** hyperlink.

tSolutions.gov

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

ing Memo

[Page Help](#)

Funding Memo

Application Type [?](#) - Please select an Application Type - ▾

Announcement [?](#) - Please select an Announcement - ▾

Funding Opportunity # [?](#) - Please select a Funding Opportunity # - ▾

Grant Program [?](#) - Please select a Grant Program - ▾

Application Number [?](#)

Grant Number [?](#)

Assignment Options ☐ Only Display Memos for Primary Assignments

Display Options ☐ Only Display Memos for Projects Assigned to Me

Workflow States [?](#) ☒ All Status ☒ Not Started ☐ Complete

☒ Administrative Review ☒ Approved ☒ Budget Review

☒ Coordinator Review ☒ Deputy Review ☒ Director Review

☒ Disapprove Review ☒ Disapproved ☒ Draft

☒ Exception ☒ Financial Review ☒ Funds Not Certified

☒ Grants Review ☒ Ready For Approval Override ☒ Ready To Approve

☒ Research Review ☒ Staff Review

[\(Search filter: Disabled\)](#)

Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	New				Federal: \$1,000.00 Non-Federal: \$0.00	Not Started Federal: \$0.00 Non-Federal: \$0.00		ByPass Create View Full Review Application Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review

The *Funding Memo* screen refreshes, and the Memo Status is approved.

Solutions.gov

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

ng Memo [Page Help](#)

Funding Memo

Application Type [?](#) - Please select an Application Type - ▾

Announcement [?](#) - Please select an Announcement - ▾

Funding Opportunity # [?](#) - Please select a Funding Opportunity # - ▾

Grant Program [?](#) - Please select a Grant Program - ▾

Application Number [?](#)

Grant Number [?](#)

Assignment Options ☐ Only Display Memos for Primary Assignments

Display Options ☐ Only Display Memos for Projects Assigned to Me

Workflow States [?](#) ☒ All Status ☒ Not Started ☐ Complete

☒ Administrative Review
☒ Coordinator Review
☒ Disapprove Review
☒ Exception
☒ Grants Review
☒ Research Review

☒ Approved
☒ Deputy Review
☒ Disapproved
☒ Financial Review
☒ Ready For Approval Override
☒ Staff Review

☒ Budget Review
☒ Director Review
☒ Draft
☒ Funds Not Certified
☒ Ready To Approve

(Search filter: Disabled)

Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
<input type="checkbox"/>	New				Federal: \$1,000.00 Non-Federal: \$0.00	Approved Federal: \$1,000.00 Non-Federal: \$0.00 Next Workflow Actions	Ready to Generate	Change Service Area	Change Partner Assistance History View Full Review Application Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review Generate

Note: If the NGA Status column shows Awaiting Business Review, the Business Review must still be completed before generating the draft NOA.

Now that the Funding Memo is approved, the next steps are to:

- Generate and prepare the draft NOA in GrantSolutions GMM. This can be performed by the Grants Management Specialist (GMS) or Grants Management Officer (GMO) system roles.