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:

    a. Grants Management Officer (GMO)

    b. Grants Management Specialist (GMS)

    c. Program Officer (PO)
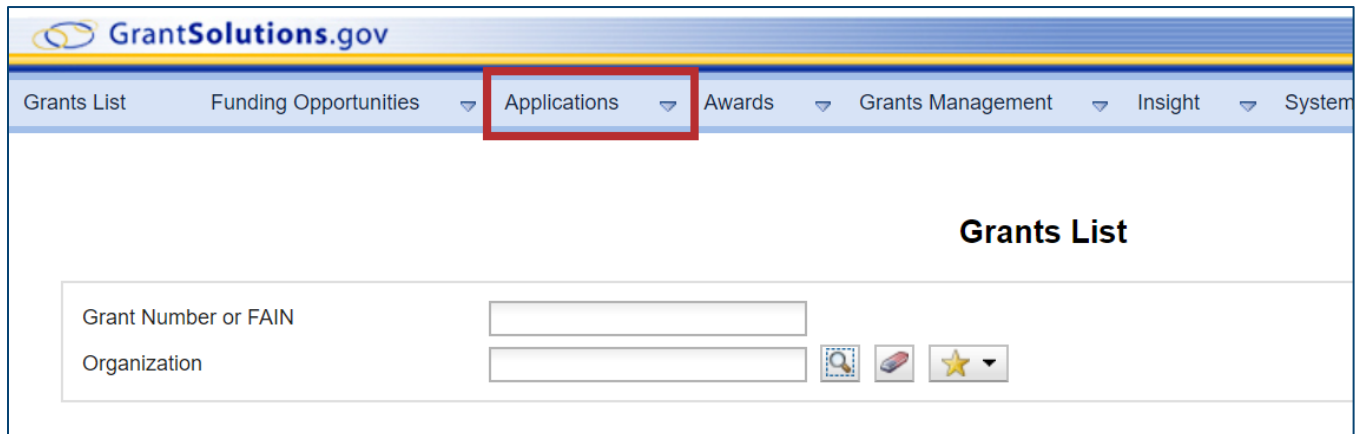
To bypass a Funding Memo with funds:

1. Navigate to GrantSolutions public website (www.grantsolutions.gov) and login. **Note**: For Login information and instruction, please view the GrantSolutions Login Quick Sheet
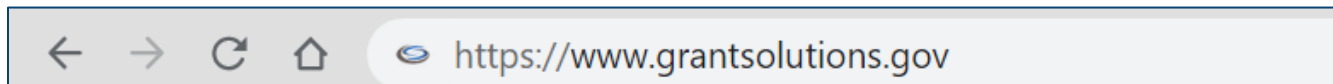
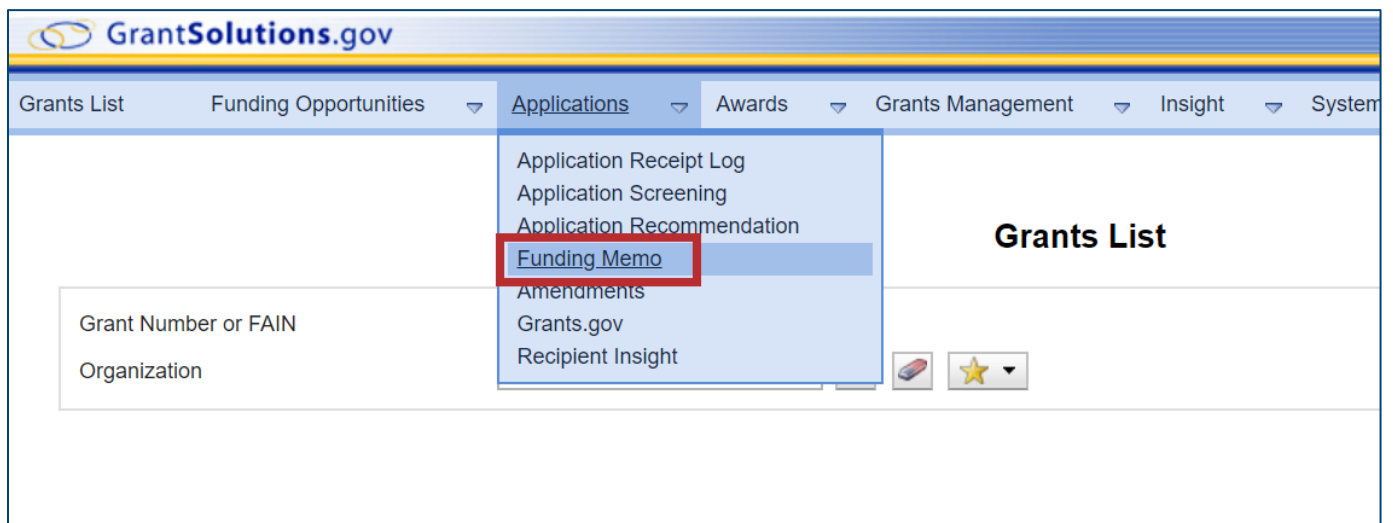The GrantSolutions GMM "Grants List" screen displays upon login.
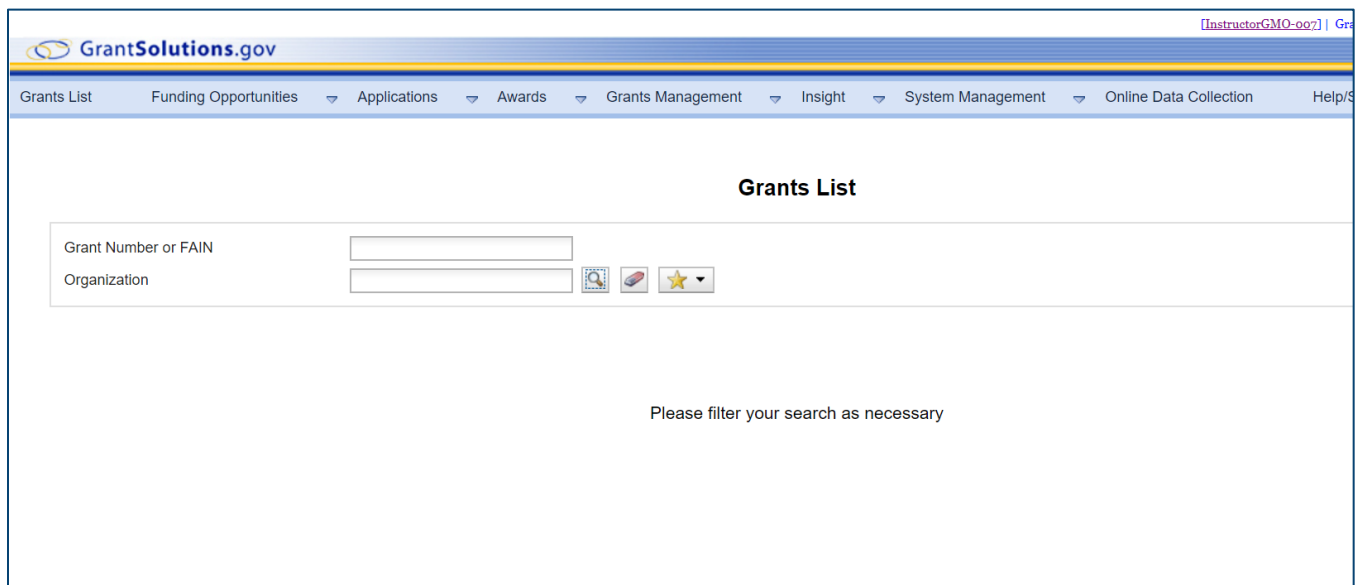
2. From the GrantSolutions GMM menu bar, select the **Applications** menu.

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

The "Funding Memo" screen displays.

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

5. Select the **Search** button.

The "Funding Memo" results table displays.

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

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

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.