



GrantSolutions User Guide

GRANTOR PROCESS:

GRANT AND APPLICATION MESSAGES

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INTRODUCTION

The “Grants List” screen allows users to search for grants and access the “Grants Details” screen. Users can access the Messages tab from the “Grant Details” screen. The Messages tab contains all messages sent or received by a grantor or recipient for a grant.

ACCESS USING THE CLASSIC SCREENS

GRANT MESSAGES

Users can access grant messages from the following classic screens: Grants List, Manage Amendments, and Funding Memo.

APPLICATION MESSAGES

Users can access application messages from the following classic screens: Application Receipt and Logging, Application Control Checklist, Application Recommendation, Funding Memo, and Award Overview.

LOGIN

To access grant messages in the New Experience, follow the steps below:

1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

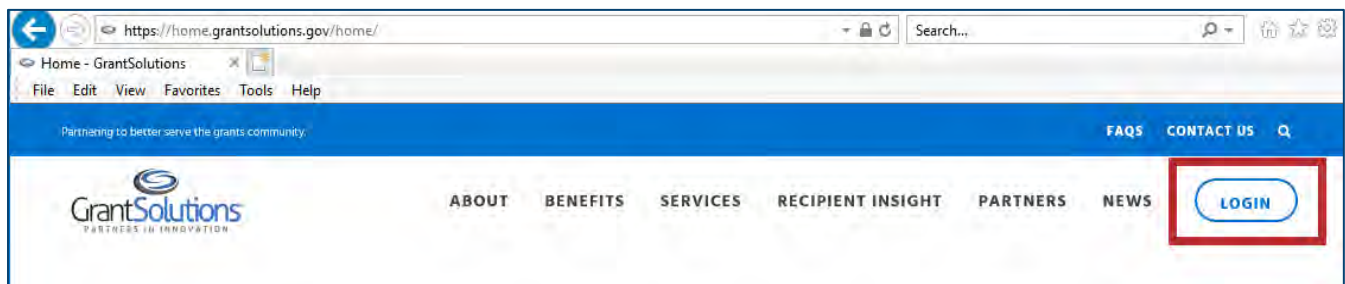


Figure 1: GrantSolutions Public Website with Login button

2. The “GrantSolutions Login” screen appears. Click the **Login.gov for Recipients & Grantors** button to log in using a Login.gov account.

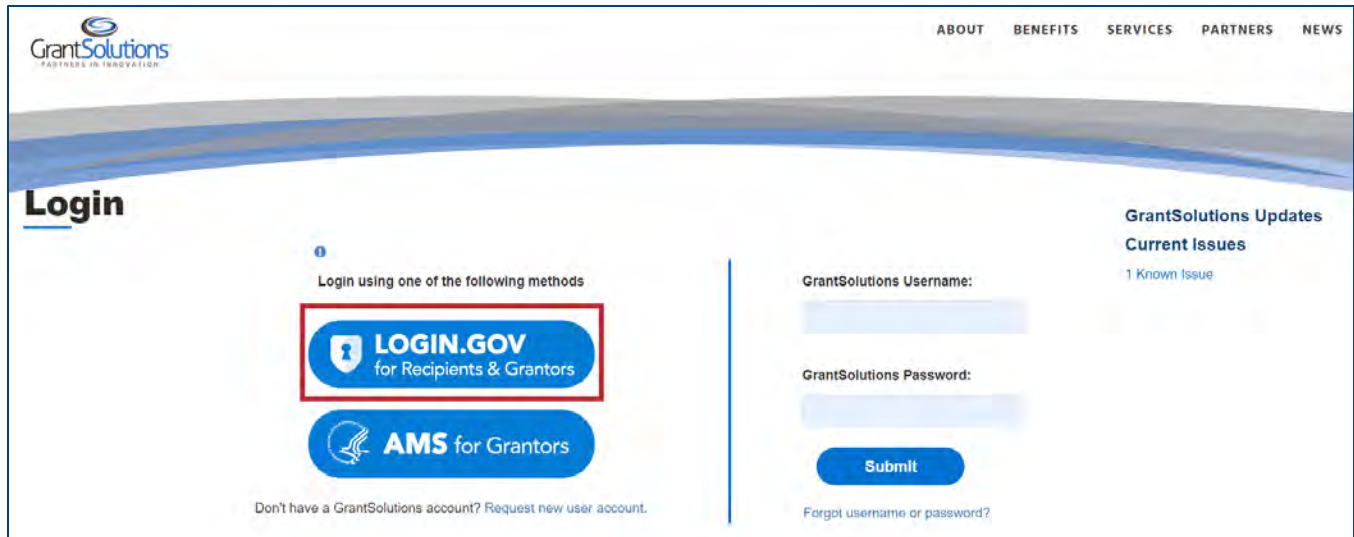


Figure 2: Login screen with Login.gov for Recipients & Grantors button

3. The “Homepage” appears. Click the **GMM** button.

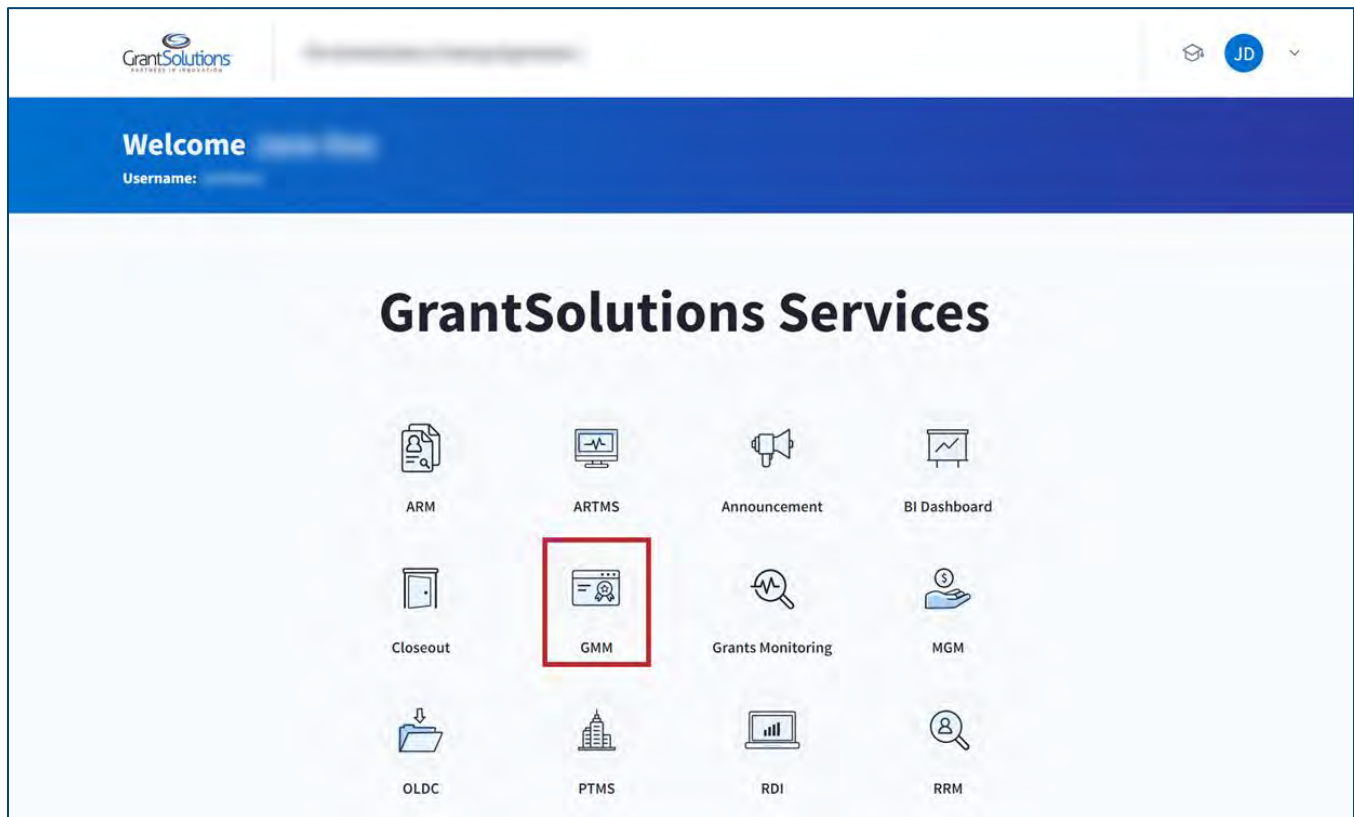


Figure 3: GrantSolutions Homepage with GMM button

4. The “GMM Navigation” window appears. Click the **Go to GMM** button.

Note: Users can also access the *Classic view* by clicking the *Go to GMM (Classic View)* link.

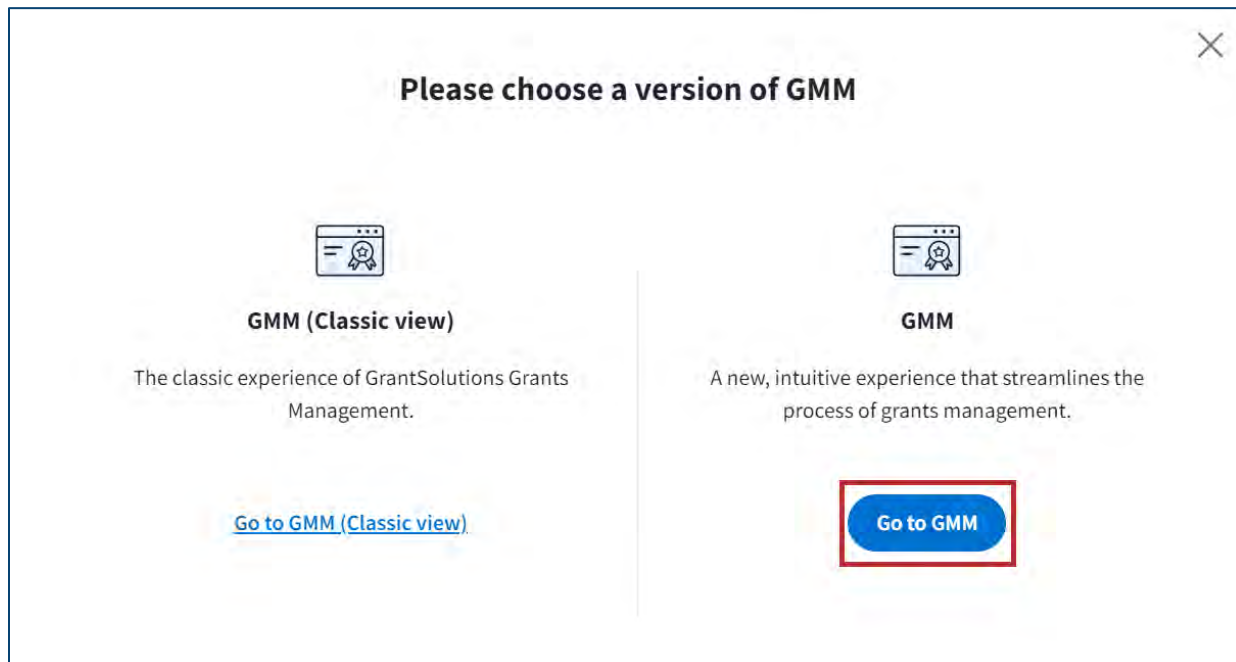


Figure 4: GMM Navigation window with Go to GMM button

The “Grants List” screen appears.

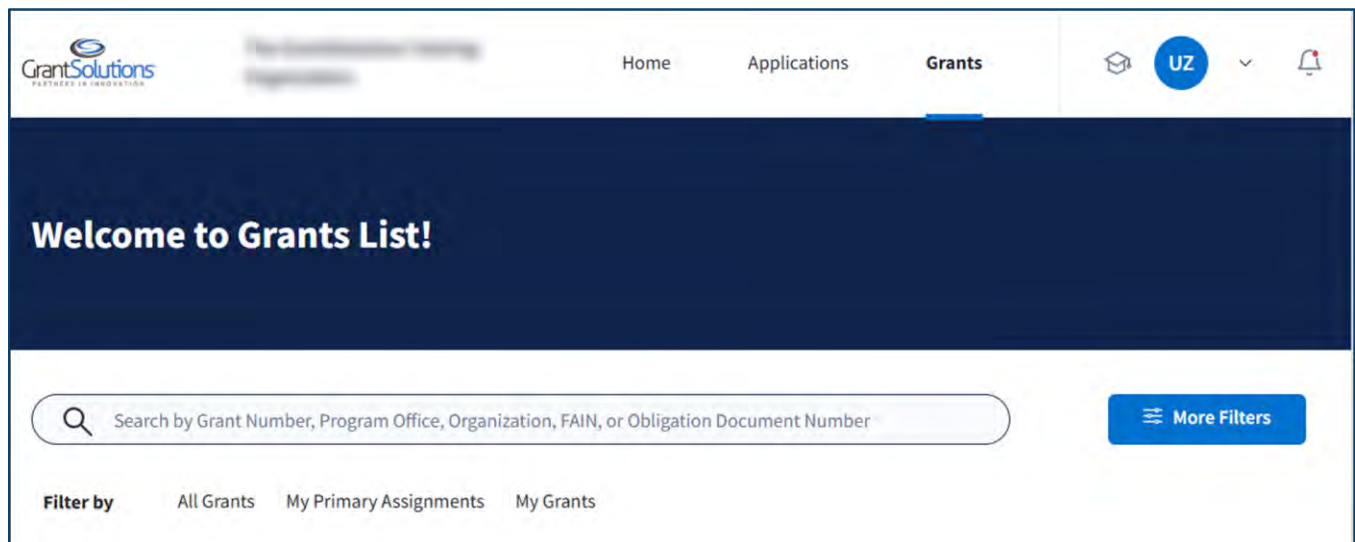


Figure 5: Grant List screen

GRANTS DETAILS

From the “Grants List” screen, a user can search for a grant and access grant details. To access grant search results and grant details, follow the steps below:

1. From the “Grants List” screen, search for the **Grant Number**.

Note: Users may search by entering the *Grant Number, Program Office, Organization, FAIN, or Obligation Document Number*. For more information about using the search field, refer to the Grants List Search Quick Sheet.

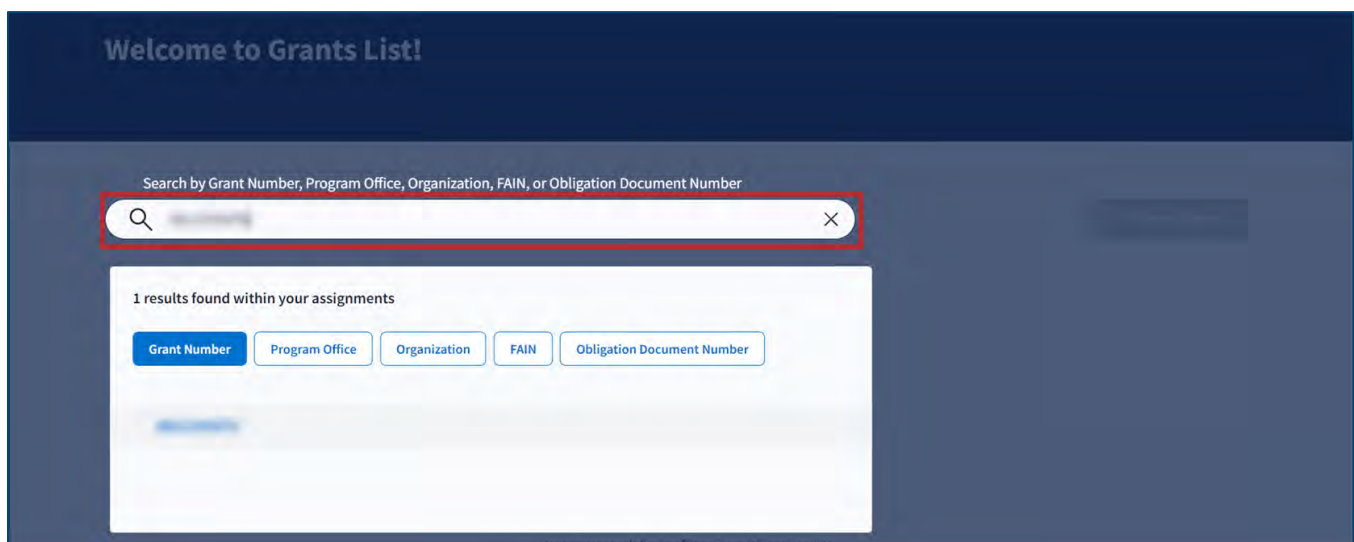


Figure 6: Grants List screen with Grant Number entered in the search field

2. Click the **grant number search result** option.

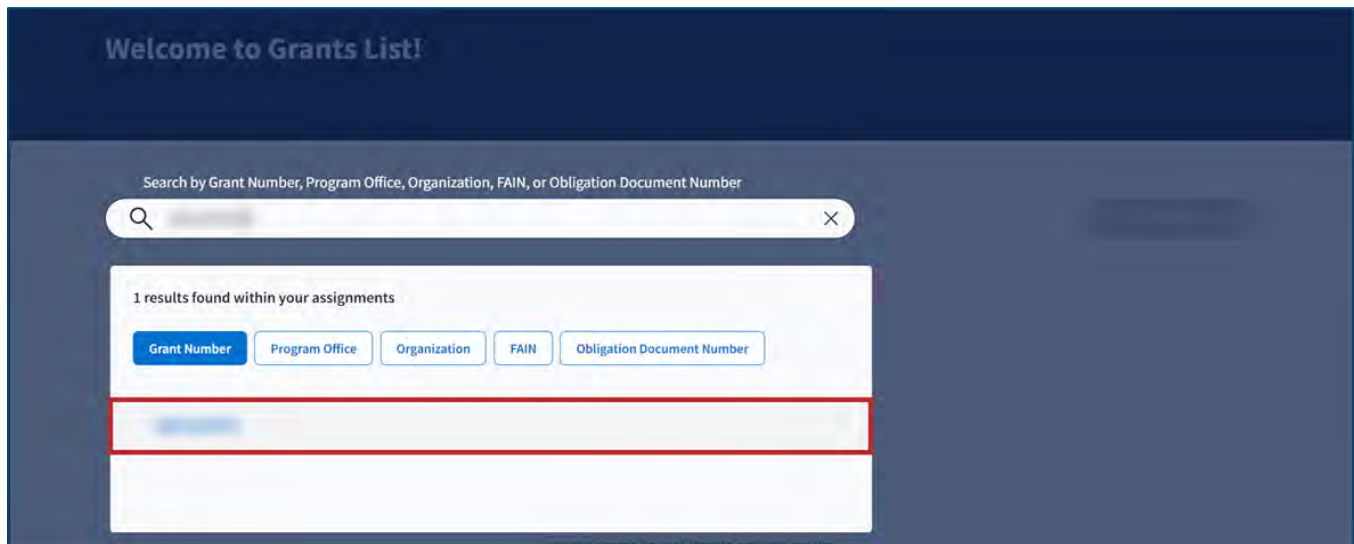


Figure 7: Grants List screen with grant number search result

3. A results table appears below with grants matching the search criteria. Click the **Grant Number** button.

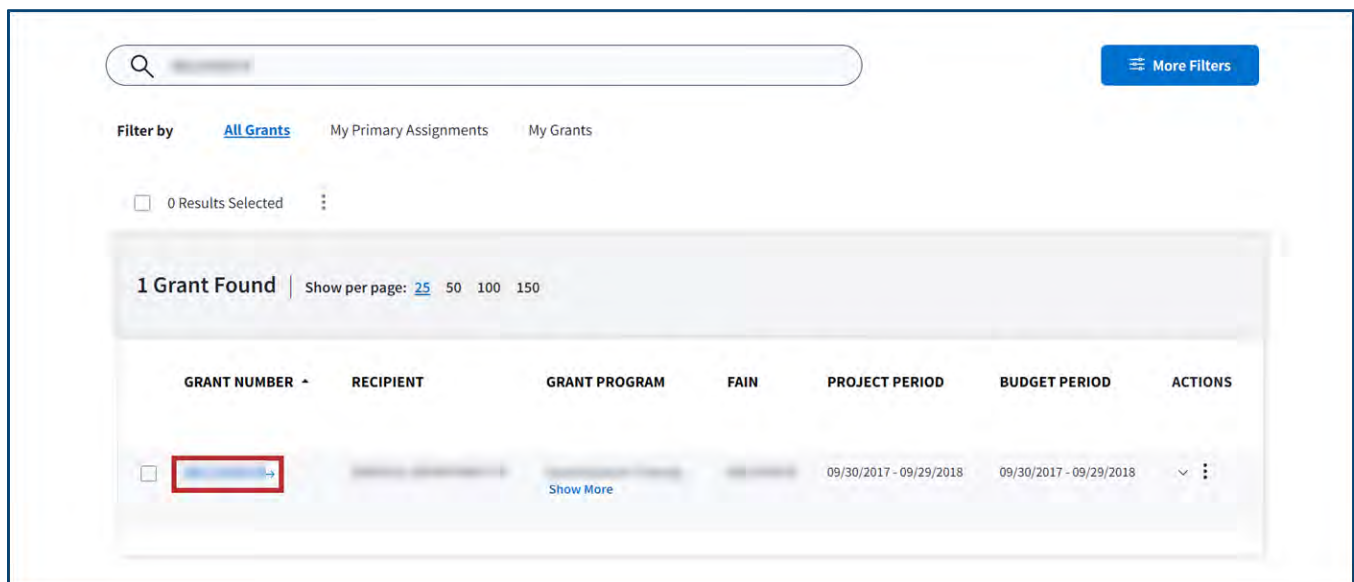


Figure 8: Grants List screen with Grant Number button

The “Grant Details” screen appears with the *Overview* tab open by default.

The screenshot displays the Grant Details interface. At the top, the navigation bar includes 'Home', 'Applications', and 'Grants' (which is active). A user profile icon with 'UZ' is visible. Below the navigation bar, a dark header section shows 'Active' status, a timeline from 11/01/2000 to 06/30/2025, and the 'Current Budget Period: 11/01/2014–06/30/2016 (15 of 15)'. The main content area features a left sidebar with a large budget value of '\$4,467,265.00' and a 'View Notice of Award (NOA) PDF' button. The central 'Overview' tab is highlighted with a blue box. To the right of the 'Overview' tab are other tabs: 'Organization', 'History', 'Reports', 'Amendments', 'Messages', 'Restrictions', and 'Files'. The 'Overview' section contains a 'Post Award Actions' area with a message about a late 'Non-Competing Continuation application kit' and a 'Manage NCC Application Kit' link. Below this is an 'Amendments In Progress' section with a red indicator and a 'View All Amendments' link. A specific amendment entry shows 'NGA Revision Received (Post Award Paper Submission)' created 1303 days ago.

Figure 9: Grant Details screen with Overview tab

4. Click the **Messages** tab.

The screenshot shows the Grant Details screen in the GrantSolutions system. The top navigation bar includes 'Home', 'Applications', and 'Grants', with 'Grants' being the active tab. A red box highlights the 'Messages' tab in the sub-navigation bar. The main content area is titled 'Overview' and displays a 'Post Award Actions' section with a message: 'The Non-Competing Continuation application kit is late and not posted.' Below this, there is a section for 'Amendments In Progress' with a status of 'Closeout by budget period' and a submission date of '3235 days ago'. The left sidebar shows the 'CURRENT APPROVED BUDGET' of \$3,596,560.00 and a 'View Notice of Award (NOA) PDF' button.

Figure 10: Grant Details screen with Messages tab

The “Grant Messages” screen appears with a *Message Threads* results table below. Multiple grant messages and replies may appear in the *Message Threads* results table, with the most recent grant messages at the top.

Note: The search and filter features allow for modification of results. Grantors can read all messages and respond to them within the thread.

\$4,467,265.00
CURRENT APPROVED BUDGET ⓘ
Budget Period: 11/01/2014 - 06/30/2016

[View Notice of Award \(NOA\) PDF](#)

GRANT PROGRAM
PROJECT TITLE
ANNOUNCEMENT

Overview Organization History Reports Amendments **Messages** Restrictions Files

Grant Messages

[Create A New Grant Message](#)

Search and Filter Grant Messages

Search by Subject [Show Filters](#)

Message Threads ⓘ

10 Message Threads [Show 25 per page](#) ▼

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▼	ACTIONS
		Internal	Grant Review Documents	Budget Year: 49	01/20/2023 01:45 PM EST	

Figure 11: Grant Messages screen with Message Threads section

If no grant messages exist, a “No Grant Messages Available” message appears.

The screenshot displays the GrantSolutions web interface. The top navigation bar includes 'Home', 'Applications', and 'Grants' (which is active). A user profile 'ST' and a notification bell are on the right. Below the navigation bar, a dark blue header shows 'Active' status, a date range from 02/01/1970 to 06/30/2025, and the 'Current Budget Period: 02/01/2013-01/31/2014 (22 of 22)'. The main content area has a left sidebar with a budget of '\$3,883,857.15' and a 'View Notice of Award (NOA) PDF' button. The central 'Grant Messages' section features a 'Create A New Grant Message' button and a 'Message Threads' section showing '0 Message Threads'. A large blue-bordered box with a red 'X' icon and the text 'No Grant Messages Available' is prominently displayed, with a subtext: 'Messages will be available once a message has been sent or received for this project.' The bottom navigation bar includes 'Overview', 'Organization', 'History', 'Reports', 'Amendments', 'Messages' (active), 'Restrictions', and 'Files'.

Figure 12: Grant Messages screen with No Grant Messages Available message

MESSAGES TAB

On the “Grant Messages” screen, users can create new messages, view, delete, and reply to messages. In addition, users can search by subject or filter to streamline *Message Threads* results.

NEW MESSAGE ALERTS

New message alerts assist users in identifying when new messages are available. There are four ways to identify when a message is new on the “Grant Messages” screen:

Note: Once a message is read, changing it back to unread is not possible.

- A red dot appears to the right of the *Messages* tab title.

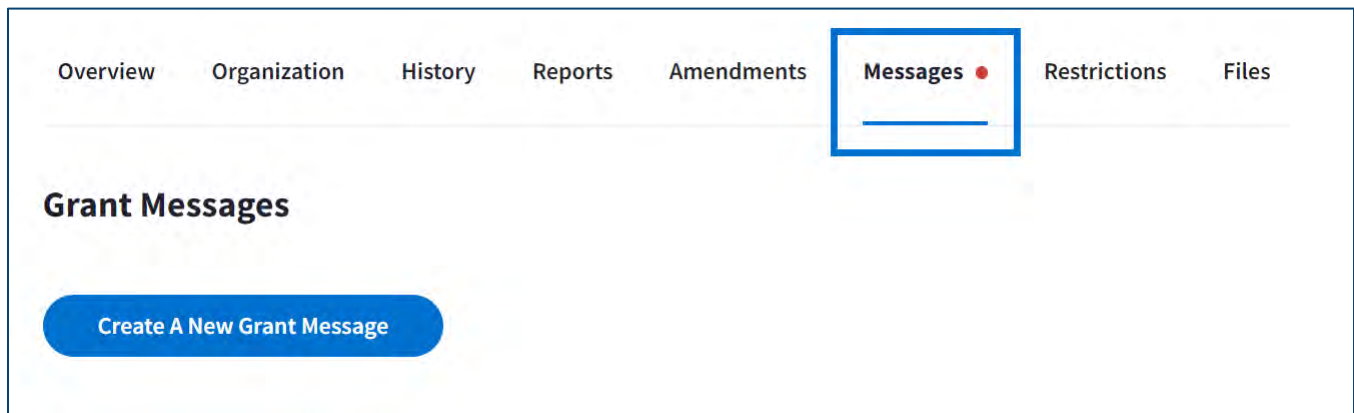


Figure 13: Messages tab title with red dot

- A red number appears to the right of the *Message Threads* title.

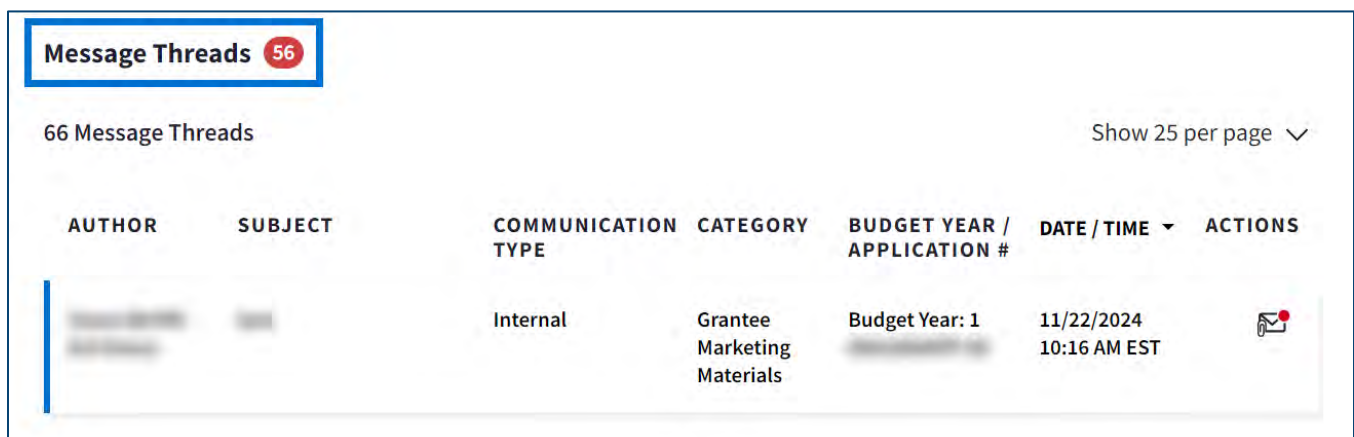


Figure 14: Message Threads title with red number

- The message appears bold in the *Message Threads* results table with a blue indicator on the left.

Message Threads 1						
10 Message Threads					Show 25 per page ▾	
AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
John Smith	Grant Review Documents	Internal	Grant Review Documents	Budget Year: 49	01/20/2023 01:45 PM EST	
John Smith	Grant Review Documents	Internal	Grant Review Documents	Budget Year: 49	05/10/2017 11:53 AM EST	



Figure 15: Message Threads results table with message in bold and blue indicator on the left

- If a number is beside the author's name, it indicates more than 1 unique author has responded. If there is no number beside the name, it indicates that there is only one author.

Message Threads 11						
12 Message Threads					Show 25 per page ▾	
AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
John Smith +1	Grant Review Documents	Correspondence	Programmatic Information Request	Budget Year: 1	03/20/2025 10:07 AM EST	

Figure 16: Message Threads results table with + number indicator beside author name

- When reviewing the *Subject*, if the *Show More* hyperlink appears, recipients can select the hyperlink to view of 500 characters of the message.

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
Adam Smith +1	Please be advised that the new Grant Mana... Show More	Correspondence 	Budget Information	Budget Year: 	09/12/2019 01:23 PM EST	

- The *Action* icon in the *Actions* column of the results table appears as an envelope with a red dot.

Message Threads 56						
66 Message Threads					Show 25 per page ▾	
AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
		Internal	Grantee Marketing Materials	Budget Year: 1 	11/22/2024 10:16 AM EST	

Figure 17: Message Threads results table with envelope and red dot Action icon

CREATE A NEW GRANT MESSAGE

Grantor users can create a new grant message using the *Create A New Grant Message* button. After the message is created, the receiver will receive an email notification. To create a new grant message, follow the steps below:

1. Click the **Create A New Grant Message** button.

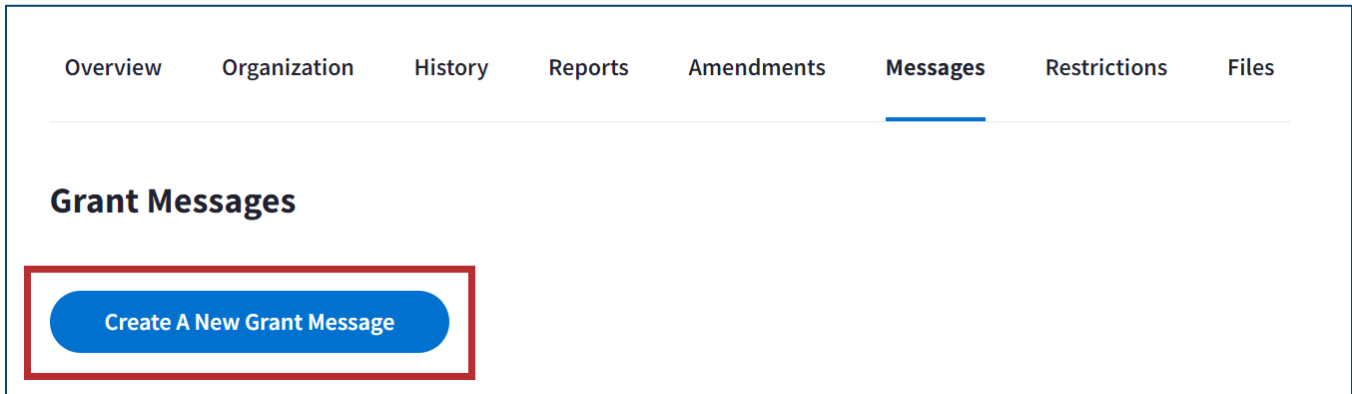
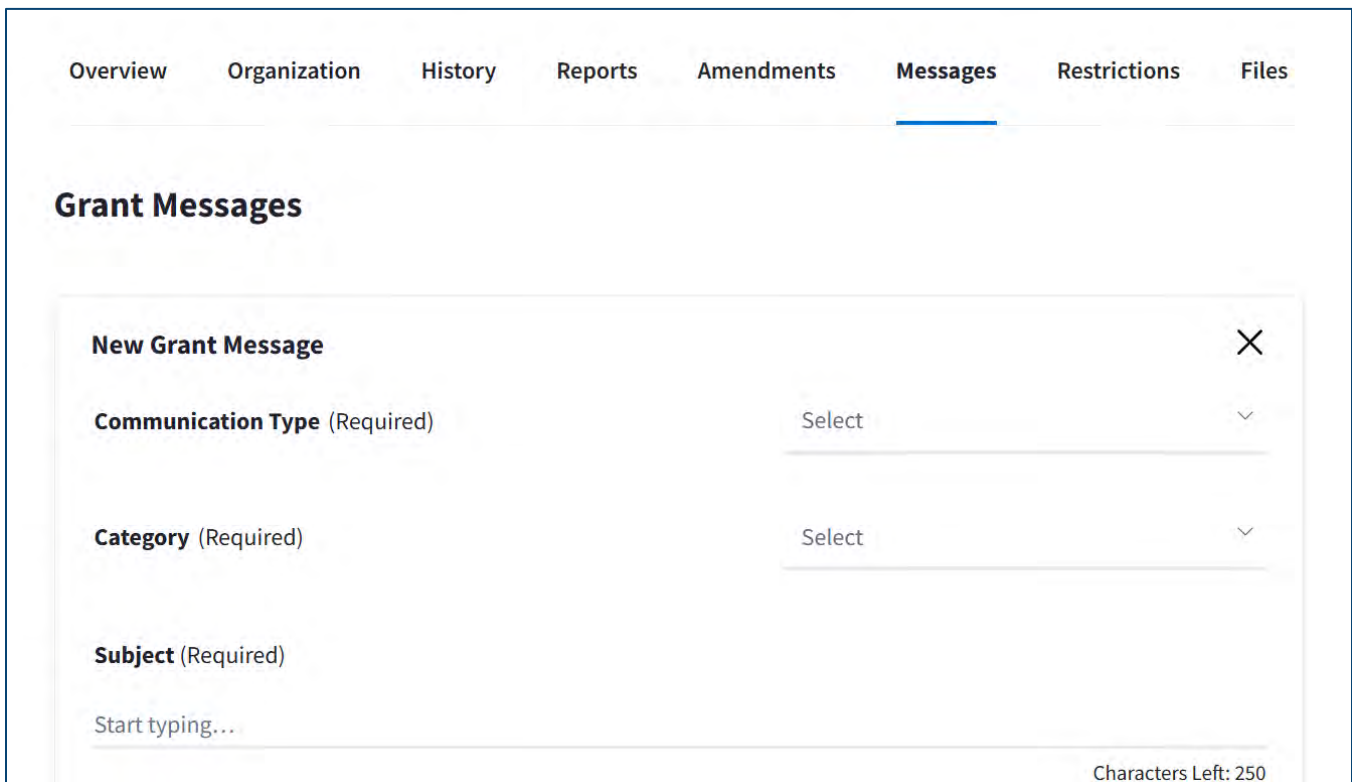


Figure 18: Grant Messages screen with Create A New Grant Message button

The *New Grant Message* section appears.



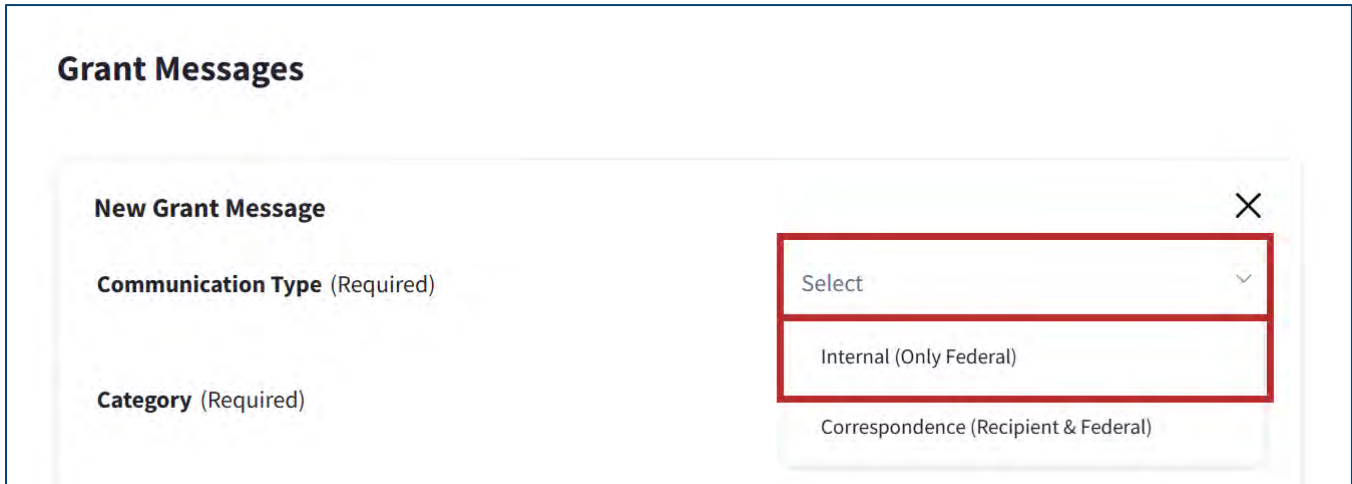
The screenshot shows the 'New Grant Message' section. It features a form with the following fields:

- Communication Type (Required)**: A dropdown menu with 'Select' as the placeholder.
- Category (Required)**: A dropdown menu with 'Select' as the placeholder.
- Subject (Required)**: A text input field with the placeholder 'Start typing...'.

At the bottom right of the form, it indicates 'Characters Left: 250'. A close button (X) is located in the top right corner of the form area.

Figure 19: New Grant Message section

- Click the **Communication Type** drop-down and select an **option** from the choices.



Grant Messages

New Grant Message [X]

Communication Type (Required) [Select ▼]

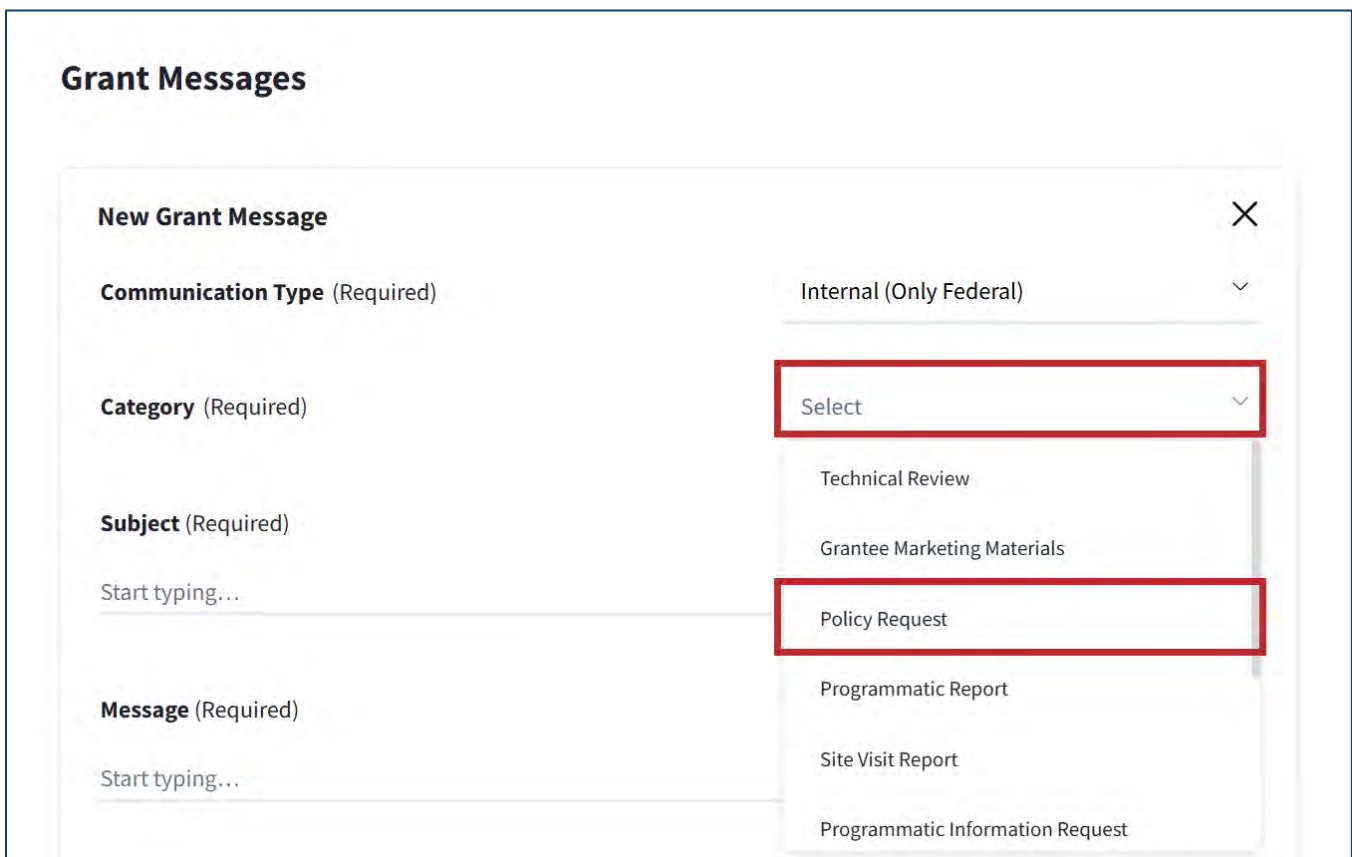
Category (Required)

Internal (Only Federal)

Correspondence (Recipient & Federal)

Figure 20: New Grant Message section with Communication Type drop-down and options

- Click the **Communication Type** drop-down and select an **option** from the choices.



Grant Messages

New Grant Message [X]

Communication Type (Required) [Internal (Only Federal) ▼]

Category (Required) [Select ▼]

Subject (Required)

Start typing...

Message (Required)

Start typing...

Technical Review

Grantee Marketing Materials

Policy Request

Programmatic Report

Site Visit Report

Programmatic Information Request

Figure 21: New Grant Message section with Category drop-down and options

4. Enter a subject in the **Subject** field.

Note: The *Subject* field has a 250 character limit.

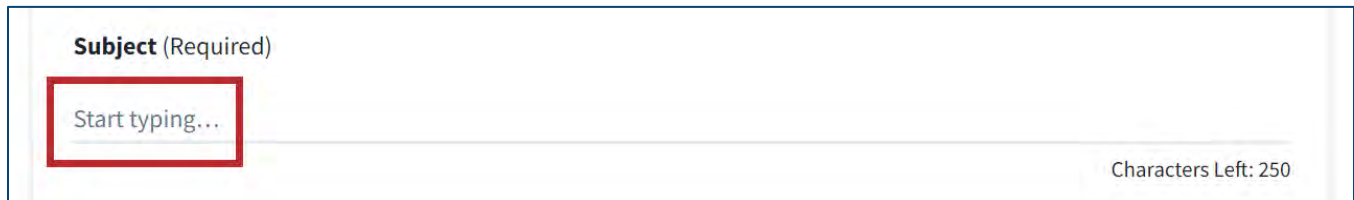


Figure 22: New Grant Message section with Subject field

5. Enter a message in the **Message** field.

Note: The *Message* field has a 4000 character limit.

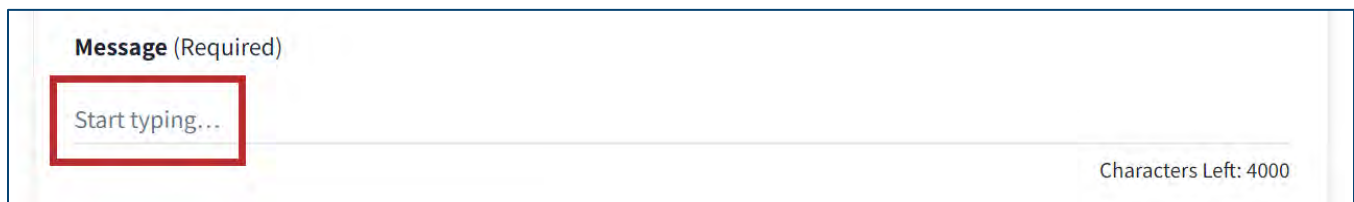


Figure 23: New Grant Message section with Subject field

6. Uploading a file is optional. To attach a file, users may drag and drop a file into the *Choose File to Upload* section or click the **Choose Files to Upload** button.

Note: Up to 5 files at 1GB each can be uploaded. Supported formats include .bmp, .txt, .csv, .jar, .odt, .ods, .odp, .msg, .potx, .pptx, .ppt, .rtf, .tif, .gif, .jpeg, .png, .docm, .docx, .doc, .pdf, .jpg, .xlsx, .xltx, .xls, and .xml.

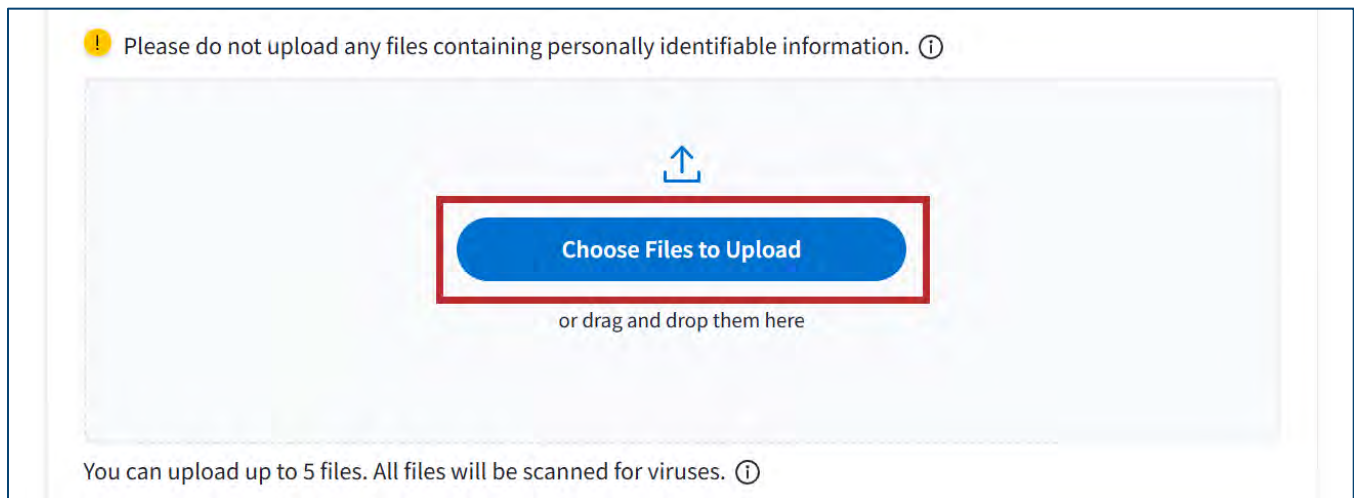


Figure 24: New Grant Message section with Choose Files to Upload button

Upon uploading an attachment, the attachment appears in a row. Simultaneously, a “File(s) uploaded successfully” message appears in the lower-left corner of the screen. Add additional attachments as needed.

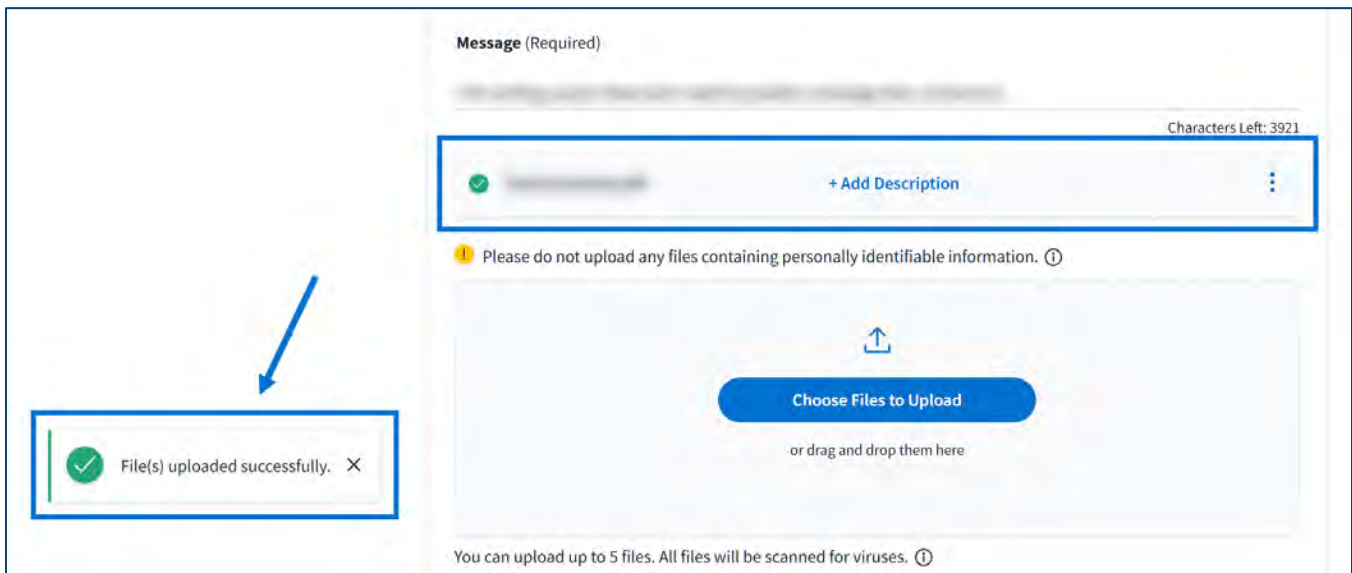


Figure 25: New Grant Message section with attachment row and File(s) uploaded successfully message

To delete or download attached files, click the **Actions List** icon to the right of the attachment row to display the *Download Attachment* and *Delete Attachment* drop-down options.

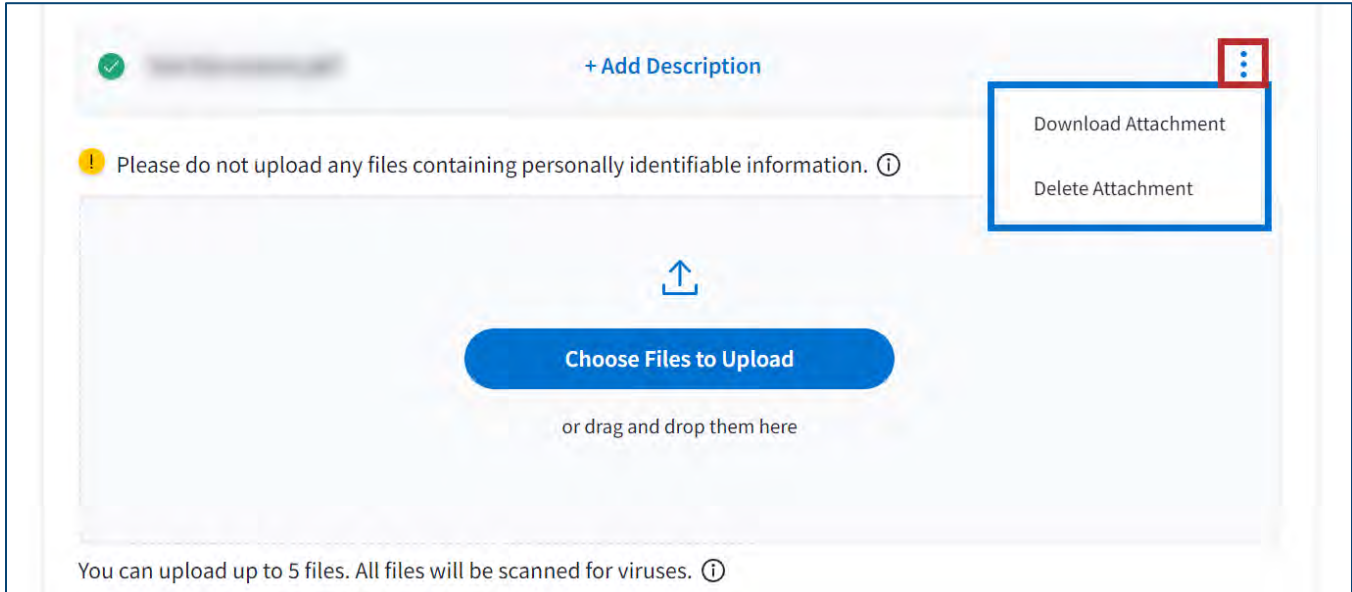


Figure 26: New Grant Message section with Actions List icon and Download Attachment and Delete Attachment drop-down options

7. Click the **Add Description** button.

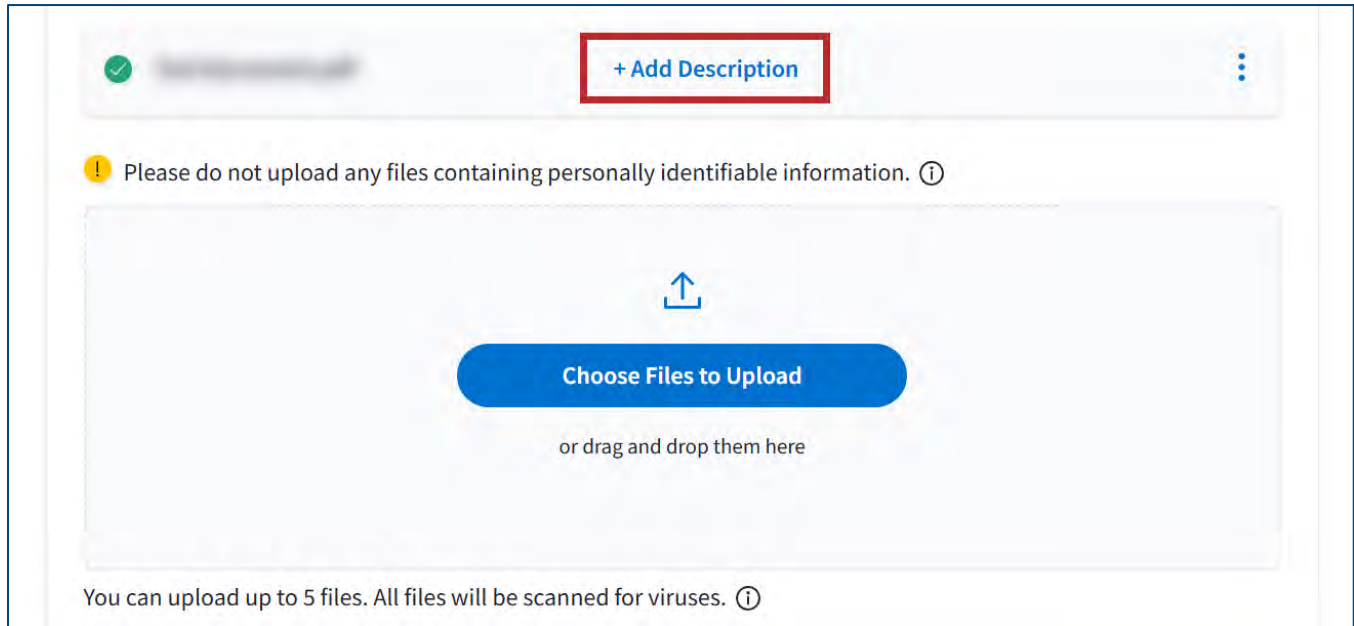


Figure 27: New Grant Message section with Add Description button

8. The “Add Description” window appears. Type text in the “Enter description” field and click the “Done” button to save and close the screen.

Note: The *Enter description* field has a 150 character limit.

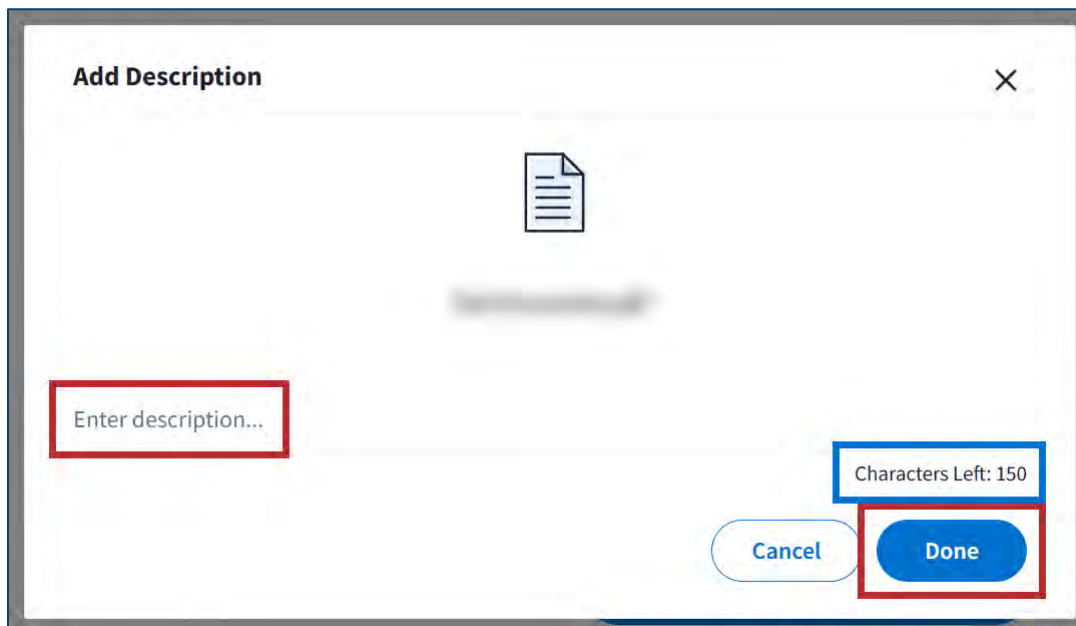


Figure 28: Add Description window with Enter description field and Done button

The description is added, and a “Description added successfully” message appears in the lower-left corner of the screen.

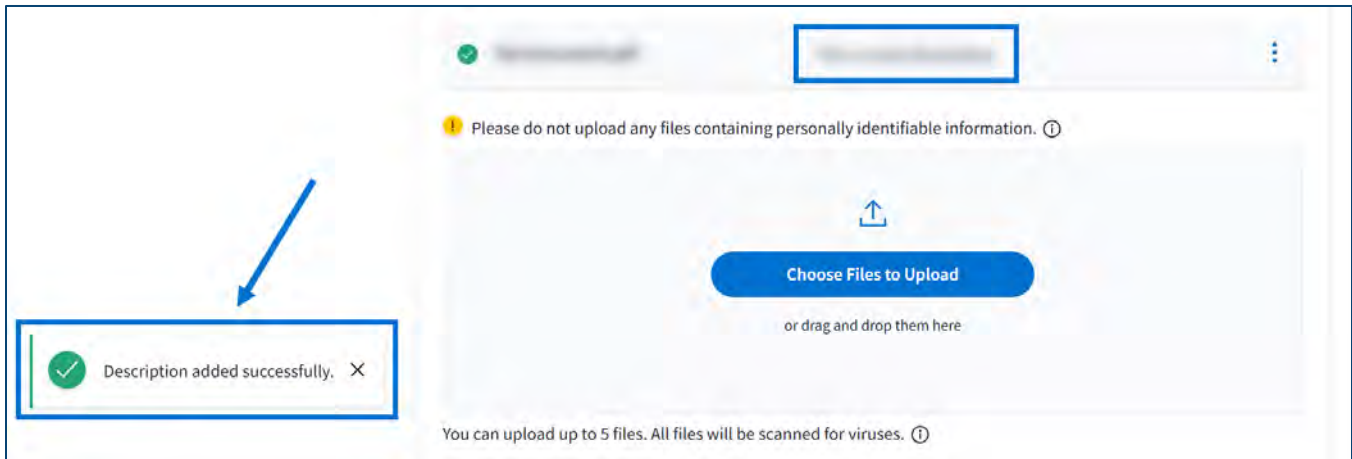


Figure 29: New Grant Message section with description and Description added successfully message

9. Click the **Send** button at the bottom to send the message.

Note: The *Send* button only appears after all required fields are completed.

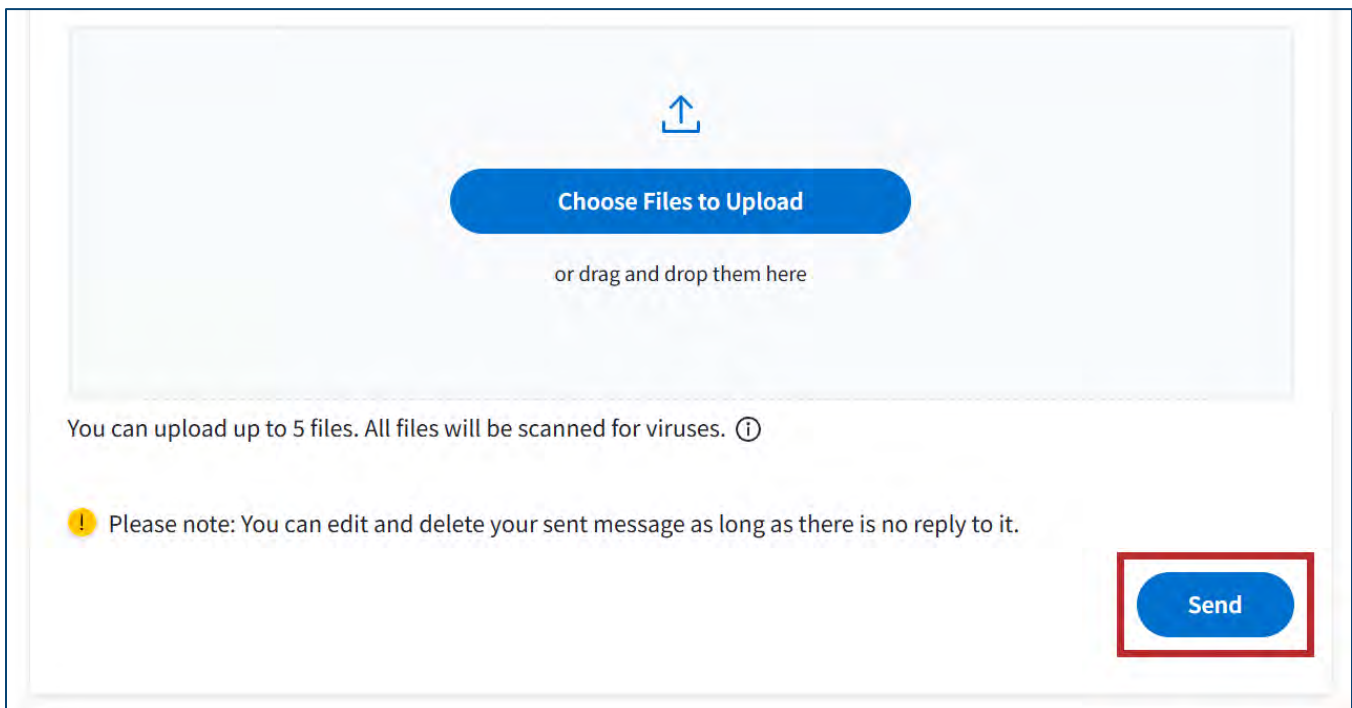


Figure 30: New Grant Message section with Send button

The “Grant Messages” screen reappears with the sent message in the *Message Threads* results table, and a “Message sent successfully” message appears in the lower-left corner of the screen.

In the *Actions* column on the right, possible *Actions* icons that appear include the following:

- **Envelope:** The message is not new and has no attachment.
- **Envelope with Red Dot:** The message is new and has no attachment.
- **Envelope with Paper Clip:** The message is not new and has an attachment.
- **Envelope with Red Dot and Paper Clip:** The message is new and has an attachment.

Note: After a message is sent, the receiver will receive an email notification and the message will be saved to the sender's *Message Threads*.

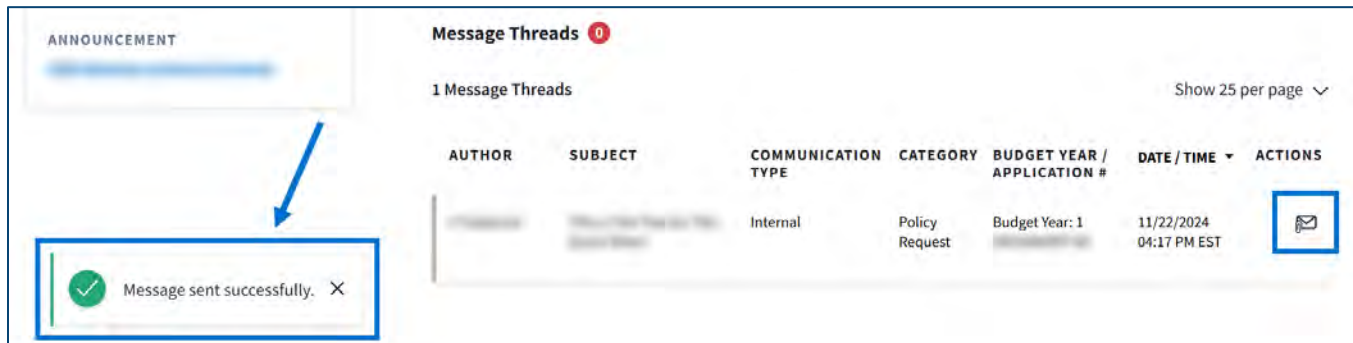
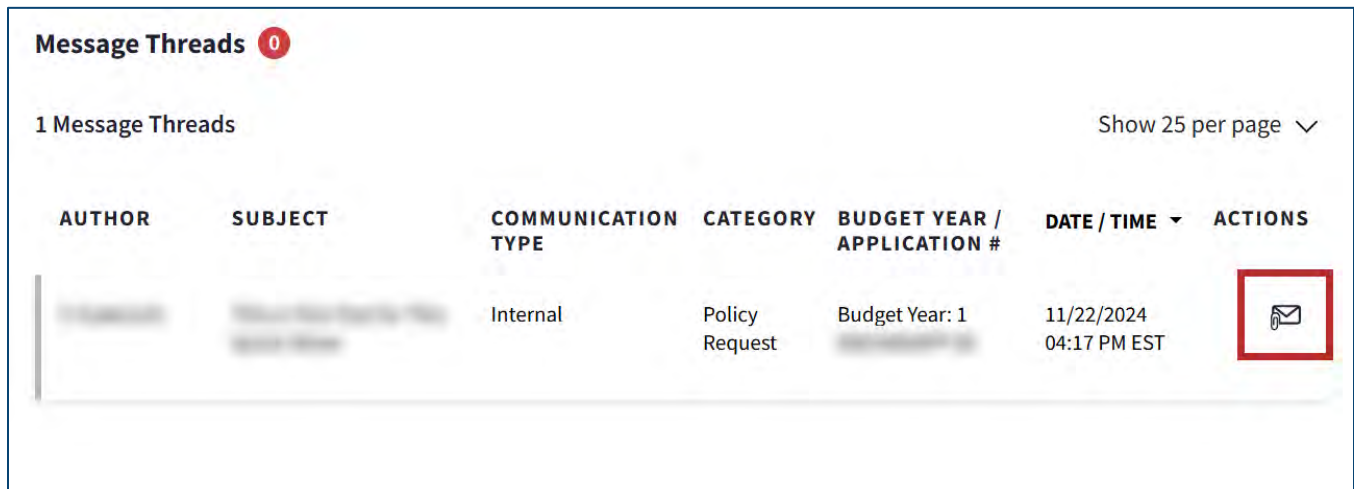


Figure 31: Grant Messages screen with Message sent successfully message and Action icon

EDIT A GRANT MESSAGE

If no reply to a sent message exists, users can edit the message. To edit a grant message, follow the steps below:

1. In the *Actions* column of the *Message Threads* results table, click the **Actions** icon.



Message Threads 0

1 Message Threads Show 25 per page ▾


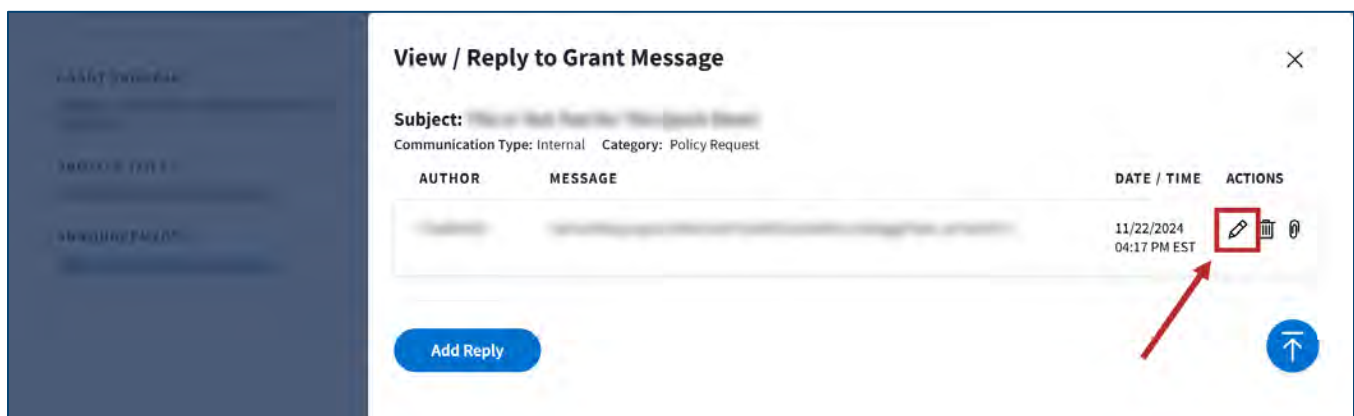
AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
[Redacted]	[Redacted]	Internal	Policy Request	Budget Year: 1 [Redacted]	11/22/2024 04:17 PM EST	




Figure 32: Grant Messages screen with Message Threads section and Action icon

2. The “View/Reply to Grant Message” screen appears. In the *Actions* column, click the **Edit** button.



View / Reply to Grant Message ✕

Subject: [Redacted]
Communication Type: Internal Category: Policy Request

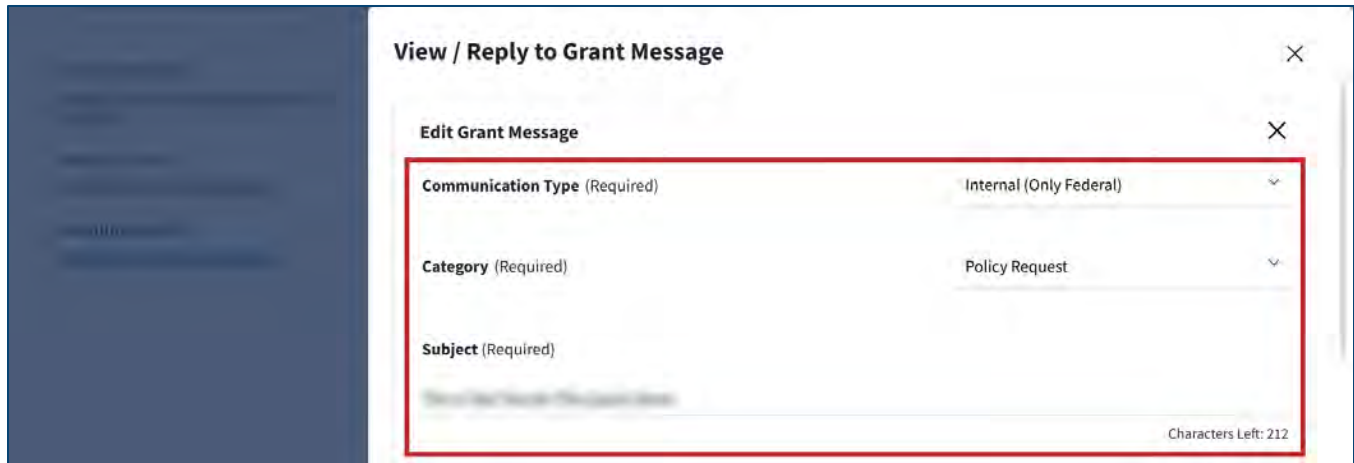
AUTHOR	MESSAGE	DATE / TIME	ACTIONS
[Redacted]	[Redacted]	11/22/2024 04:17 PM EST	  

Add Reply

⬆

Figure 33: View/Reply to Grant Message screen with Edit button

3. The *Edit Grant Message* section appears with fields included in the original message. Process changes to the fields as needed.



View / Reply to Grant Message

Edit Grant Message

Communication Type (Required) Internal (Only Federal)

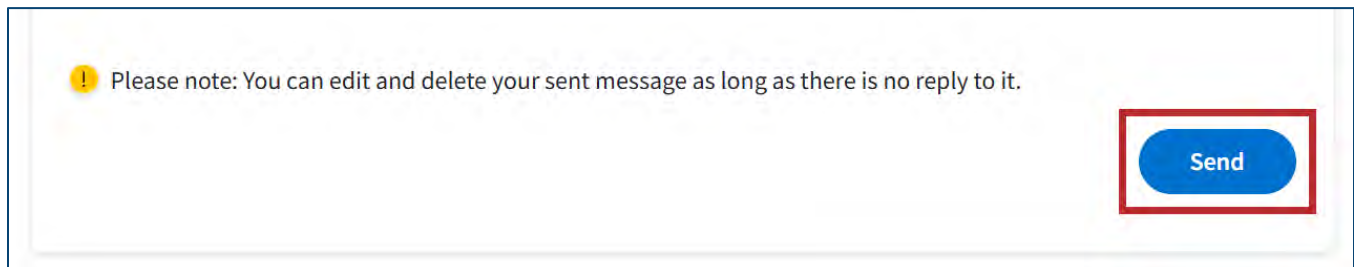
Category (Required) Policy Request

Subject (Required)

Characters Left: 212

Figure 34: View/Reply to Grant Message screen with Edit Grant Message section fields

4. Click the **Send** button at the bottom.



! Please note: You can edit and delete your sent message as long as there is no reply to it.

Send

Figure 35: View/Reply to Grant Message screen with Edit Grant Message section and Send button

The “View/Reply to Grant Message” screen reappears with the edited message in the results table, and a “Message edited successfully” message appears in the lower-left corner of the screen.

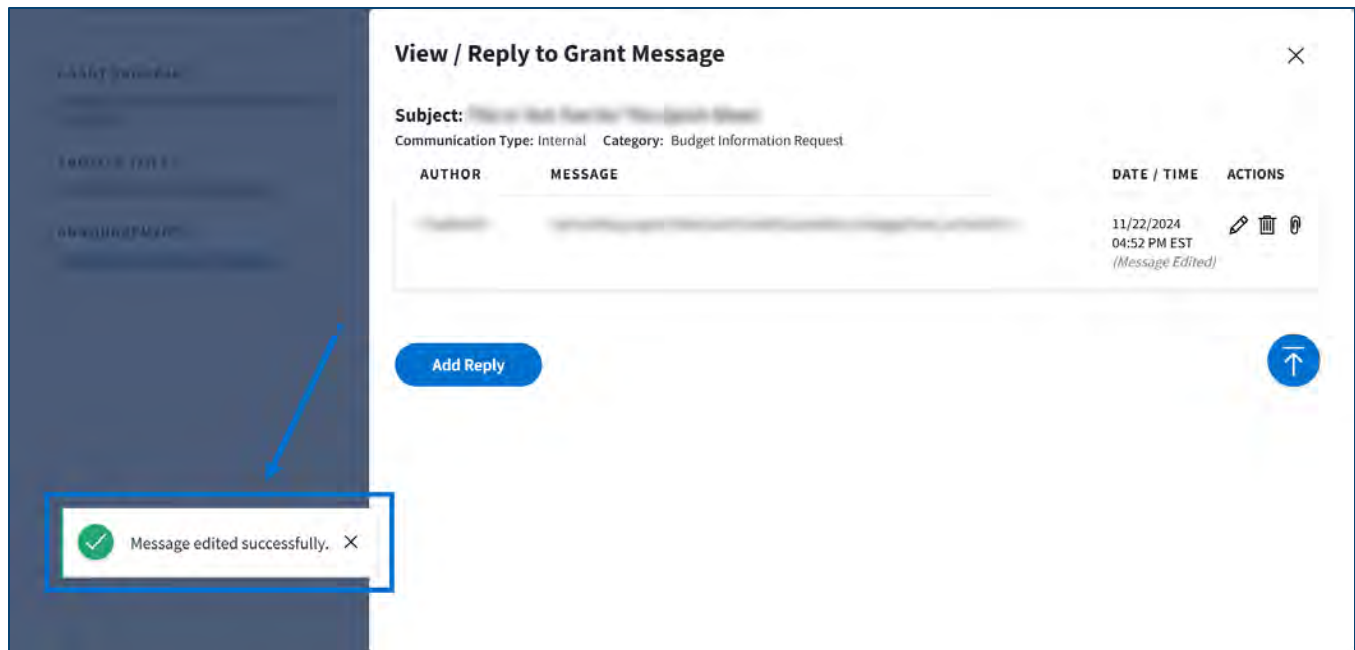


Figure 36: View/Reply to Grant Message screen with Message edited successfully message



REPLY TO A GRANT MESSAGE

If a reply to a sent message exists, users can reply to the message. To reply to a grant message, follow the steps below:

1. In the *Actions* column of the *Message Threads* results table, click the **Actions** icon.

Message Threads 2

2 Message Threads
Show 25 per page ▾

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
		Correspondence	Grant Review Documents	Budget Year: 1	11/25/2024 12:05 PM EST	
		Correspondence	Bulk Message	Budget Year: 1	11/22/2024 02:07 PM EST	

[Show More](#)


Figure 37: Grant Messages screen with Message Threads section and Action icon

2. The “View/Reply to Grant Message” screen appears. Click the **Add Reply** button.

View / Reply to Grant Message

Subject:

Communication Type: Correspondence Category: Grant Review Documents

AUTHOR	MESSAGE	DATE / TIME	ACTIONS
		11/25/2024 12:05 PM EST	

Add Reply




Figure 38: View/Reply to Grant Message screen with Add Reply button

3. The *Message* section appears. Enter a reply message in the **Start typing** field.

Note: The *Start typing* field has a 4000 character limit.

View / Reply to Grant Message

Subject: [Redacted]
Communication Type: Correspondence Category: Grant Review Documents

AUTHOR	MESSAGE	DATE / TIME	ACTIONS
[Redacted]	[Redacted]	11/25/2024 12:05 PM EST	[Icon]

Message

Start typing...

Characters Left: 4000

⚠ Please do not upload any files containing personally identifiable information. ⓘ

Choose Files to Upload

Figure 39: View/Reply to Grant Message screen with Message section and Start typing field

4. Uploading a file is optional. To attach a file, users may drag and drop a file into the *Choose File to Upload* section or click the **Choose Files to Upload** button.

Note: Up to 5 files at 1GB each can be uploaded. Supported formats include .bmp, .txt, .csv, .jar, .odt, .ods, .odp, .msg, .potx, .pptx, .ppt, .rtf, .tif, .gif, .jpeg, .png, .docm, .docx, .doc, .pdf, .jpg, .xlsx, .xltx, .xls, and .xml.

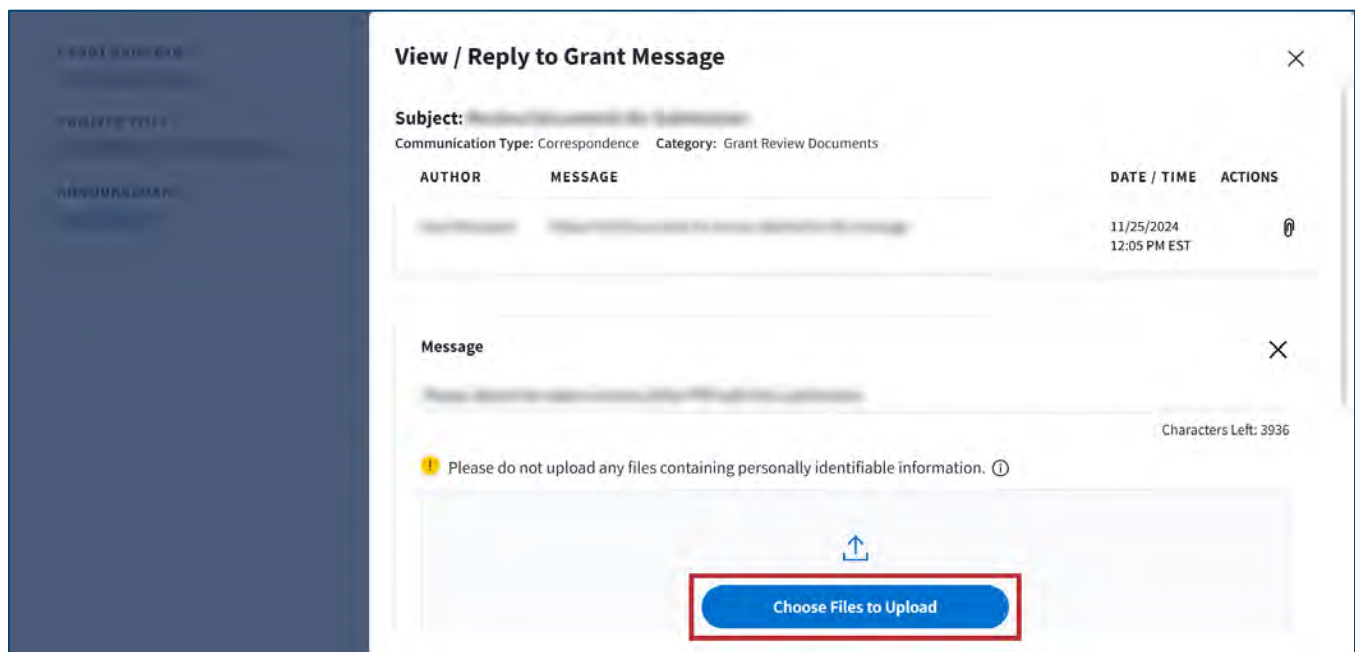


Figure 40: View/Reply to Grant Message screen with Message section and Choose Files to Upload button

5. Click the **Send** button.

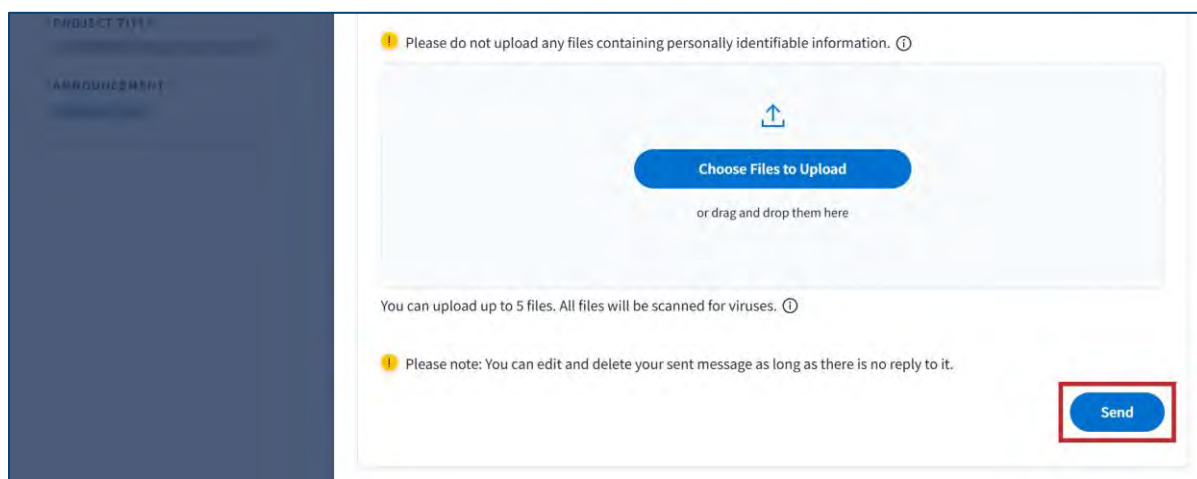


Figure 41: View/Reply to Grant Message screen with Message section and Send button

The “View/Reply to Grant Message” screen reappears with the replied message in the results table, and a “Message sent successfully” message appears in the lower-left corner of the screen.

Note: Previous messages are no longer editable.

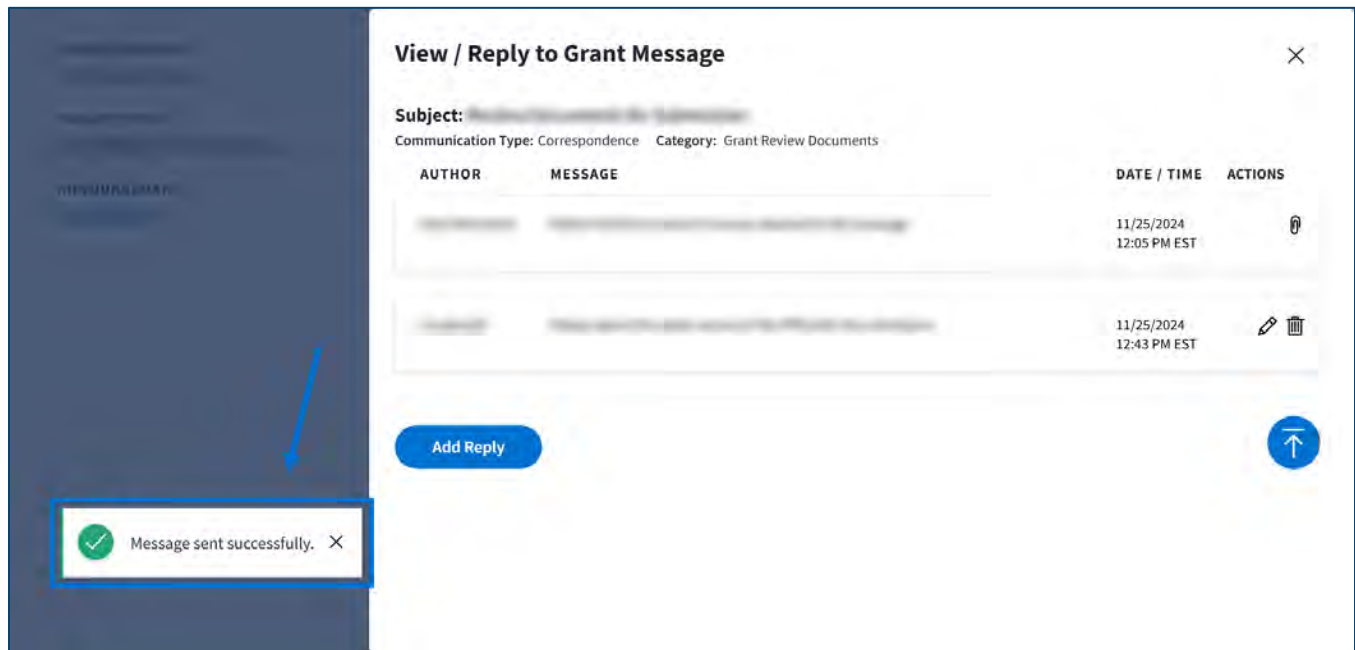
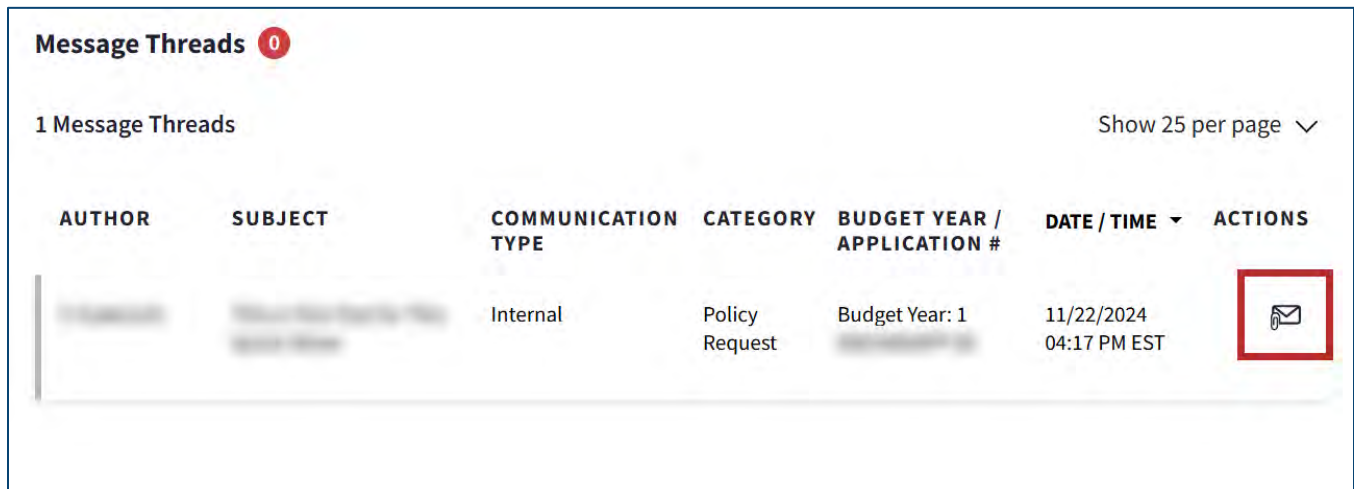


Figure 42: View/Reply to Grant Message screen with Message sent successfully message

DELETE A GRANT MESSAGE

If no reply to a sent message exists, users can delete the message. To delete a grant message, follow the steps below:

1. In the *Actions* column of the *Message Threads* results table, click the **Actions** icon.




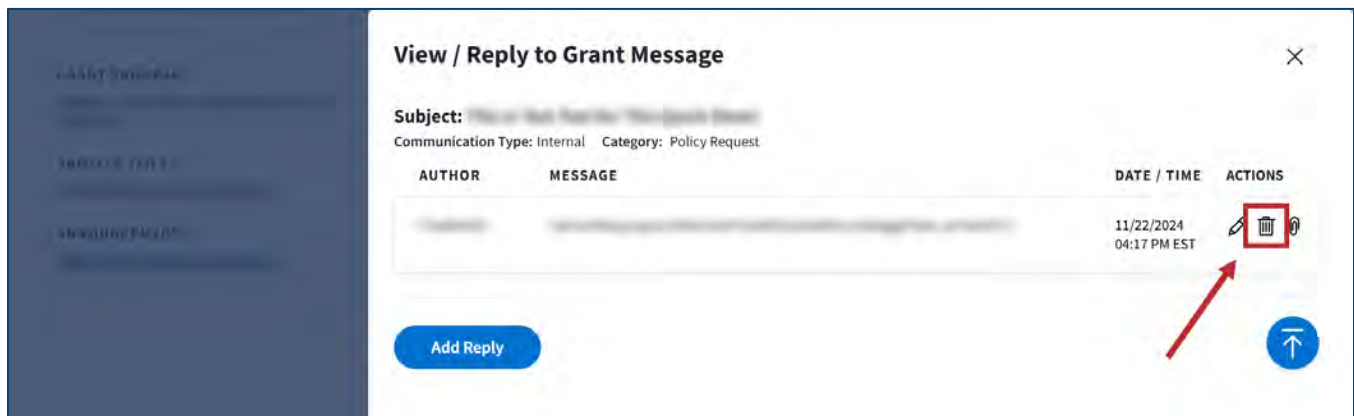
AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME	ACTIONS
		Internal	Policy Request	Budget Year: 1	11/22/2024 04:17 PM EST	

Figure 43: Grant Messages screen with Message Threads section and Action icon

2. The “View/Reply to Grant Message” screen appears. In the *Actions* column, click the **Delete** button.




AUTHOR	MESSAGE	DATE / TIME	ACTIONS
		11/22/2024 04:17 PM EST	

Figure 44: View/Reply to Grant Message screen with Delete button

3. A “Delete Grant Message” window appears with the message “Are you sure? Once the message is deleted it cannot be recovered.” Click the **Delete** button.

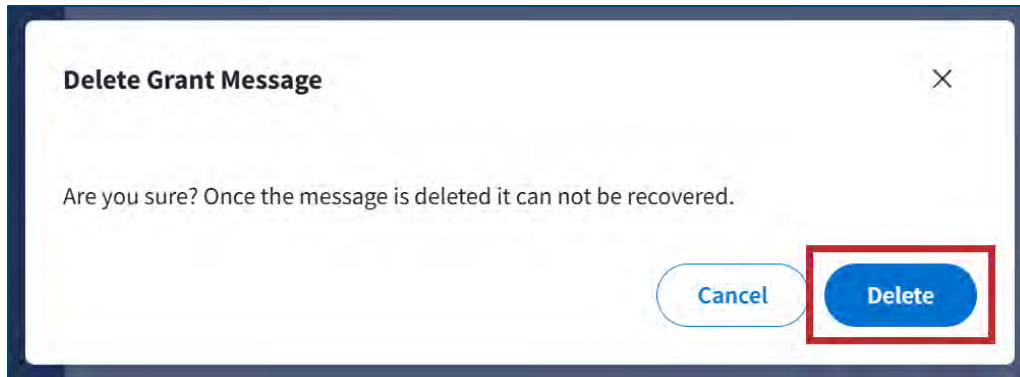


Figure 45: Delete Grant Message window with Delete button

The “Grant Messages” screen reappears. The deleted message is removed from the *Message Threads* results table, and a “Message deleted successfully” message appears in the lower-left corner of the screen.

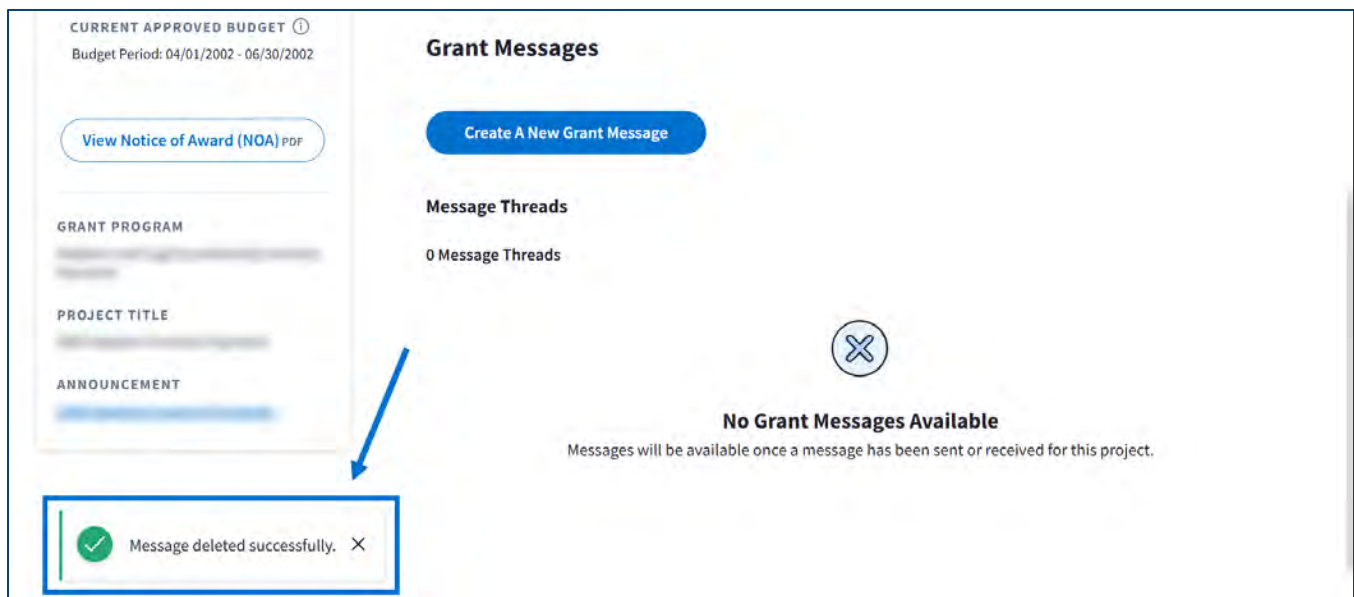


Figure 46: Grant Messages screen with Message deleted successfully message

SEARCH AND FILTER GRANT MESSAGES

If messages appear in the *Message Threads* results table, users may search and filter for specific messages in the *Search and Filter Grant Messages* section.

Search

To quickly search for read and unread messages in the *Message Threads* results table, follow the steps below:

1. Enter a subject in the **Search by Subject** field.

Note: Searches can only be performed by entering the *Subject*.

Search and Filter Grant Messages

[Show Filters](#)

Message Threads 0



3 Message Threads Show 25 per page ▾

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
		Correspondence	Site Visit Report	Budget Year: 1	11/22/2024 05:19 PM EST	
		Correspondence	Technical Review	Budget Year: 1	11/22/2024 05:18 PM EST	
		Internal	Policy Request	Budget Year: 1	11/22/2024 05:12 PM EST	

Figure 47: Grant Messages screen with Search and Filter Grant Messages section and Search by Subject field

- Click the **Search by Subject** button, which appears as a magnifying glass.

Search and Filter Grant Messages

×

 Show Filters

Message Threads 0

3 Message Threads Show 25 per page ▾




AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
		Correspondence	Site Visit Report	Budget Year: 1	11/22/2024 05:19 PM EST	
		Correspondence	Technical Review	Budget Year: 1	11/22/2024 05:18 PM EST	
		Internal	Policy Request	Budget Year: 1	11/22/2024 05:12 PM EST	

Figure 48: Grant Messages screen with Search and Filter Grant Messages section and Search by Subject button

The search returns message results that match the entered subject in the *Subject* column.

Note: Click the *Clear Search by Subject* button, which appears as an X on the right, to clear the search.

Search and Filter Grant Messages

×
Show Filters

Message Threads 0

1 Message Threads Show 25 per page ▾

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
		Correspondence	Technical Review	Budget Year: 1	11/22/2024 05:18 PM EST	

Figure 49: Grant Messages screen with Search and Filter Grant Messages section and Subject column results

Filter

To quickly filter for read and unread messages in the *Message Threads* results table, follow the steps below:

1. Click the **Show Filters** button.

Search and Filter Grant Messages

Show Filters

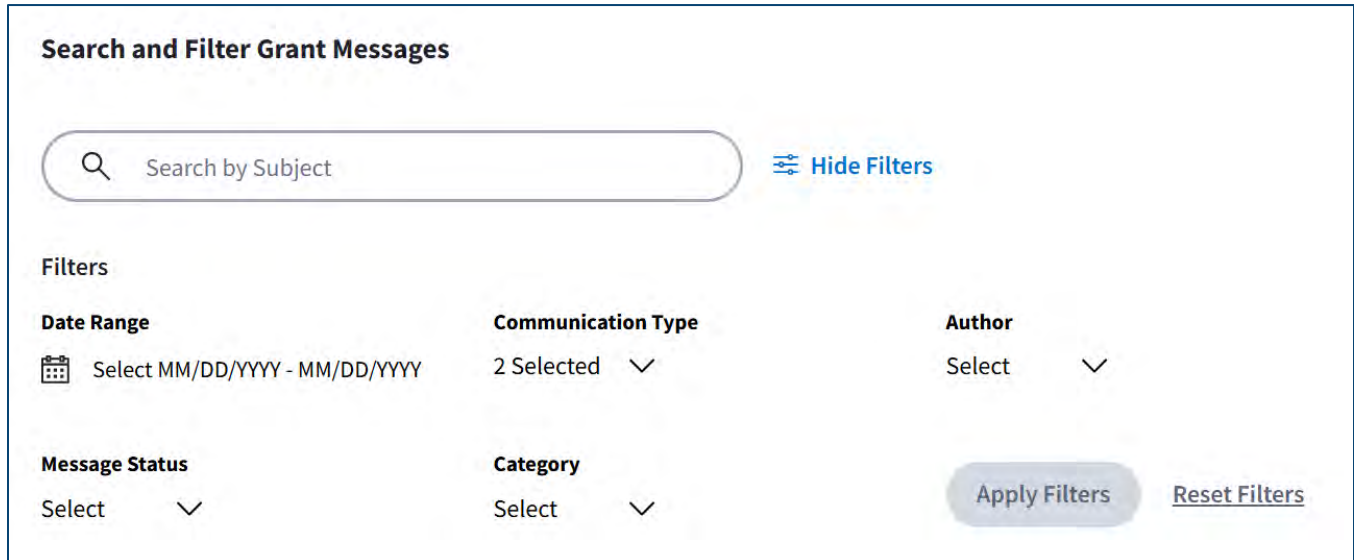
Message Threads 0

3 Message Threads Show 25 per page ▾

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
		Correspondence	Site Visit Report	Budget Year: 1	11/22/2024 05:19 PM EST	
		Correspondence	Technical Review	Budget Year: 1	11/22/2024 05:18 PM EST	
		Internal	Policy Request	Budget Year: 1	11/22/2024 05:12 PM EST	

Figure 50: Grant Messages screen with Search and Filter Grant Messages section and Show Filters button

Filters appear including *Date Range*, *Communication Type*, *Author*, *Message Status*, and *Category*.



Search and Filter Grant Messages

Search by Subject [Hide Filters](#)

Filters

Date Range
Select MM/DD/YYYY - MM/DD/YYYY

Communication Type
2 Selected

Author
Select

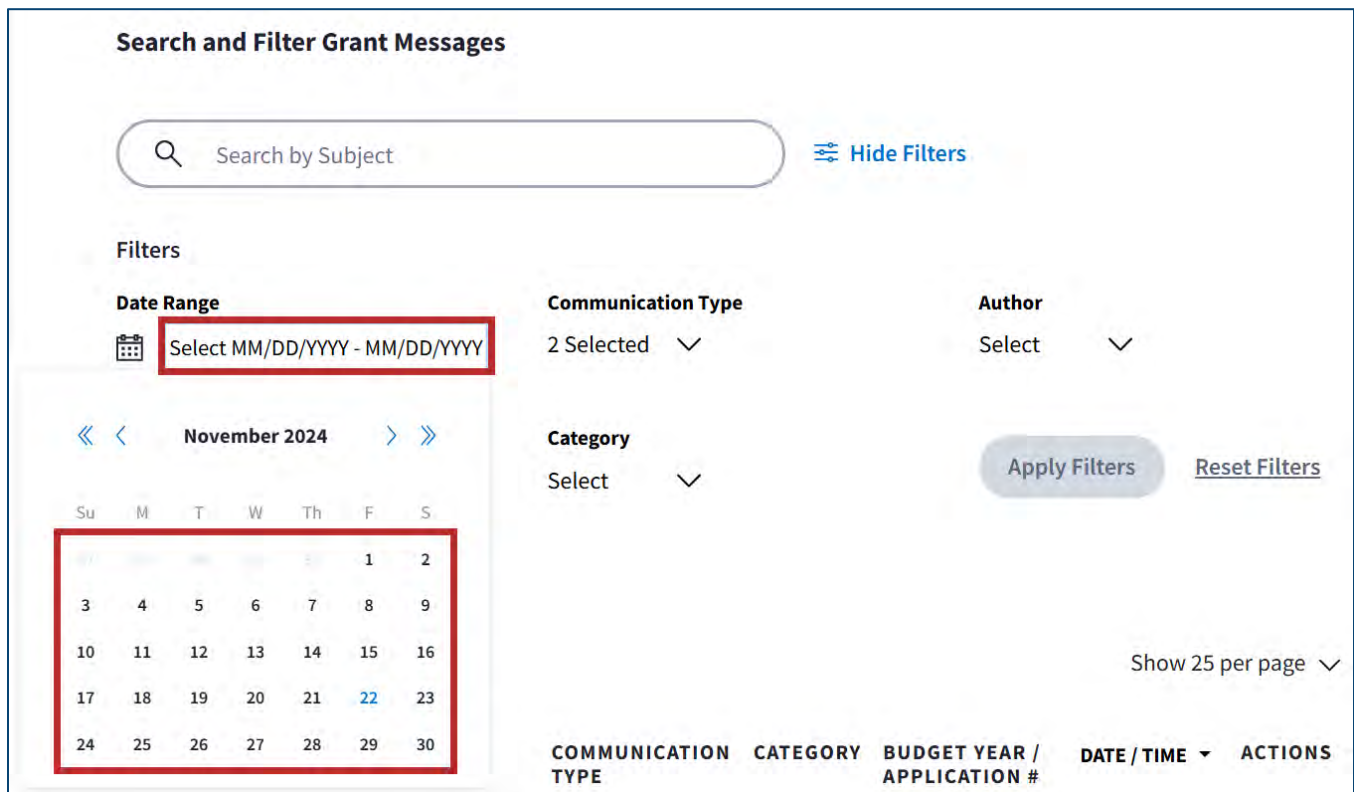
Message Status
Select

Category
Select

[Apply Filters](#) [Reset Filters](#)

Figure 51: Grant Messages screen with Search and Filter Grant Messages section and filters

- Click the **Date Range** field and select the desired **date range**.



Search and Filter Grant Messages

Search by Subject [Hide Filters](#)

Filters

Date Range
Select MM/DD/YYYY - MM/DD/YYYY

Communication Type
2 Selected

Author
Select

Category
Select

[Apply Filters](#) [Reset Filters](#)

November 2024

Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Show 25 per page

COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME	ACTIONS
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Figure 52: Grant Messages screen with Date Range field and date range widget

- Click the **Communication Type** drop-down and select the checkbox for the desired **communication type**.

Note: Select the *All Communication Types* checkbox to filter on all communication types.

Search and Filter Grant Messages

[Hide Filters](#)

Filters

Date Range

Communication Type

2 Selected ^

☒ All Communication Types
☒ Internal
☒ Correspondence

Author

Select v

Apply Filters
[Reset Filters](#)

Message Status

Select v

Message Threads 0

3 Message Threads

Show 25 per page v

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME v	ACTIONS
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Figure 53: Grant Messages screen with Communication Type drop-down and option checkboxes

- Click the **Author** drop-down and select the checkbox for the desired **author**.

Note: Select the *All Authors* checkbox to filter on all authors.

Search and Filter Grant Messages

[Hide Filters](#)

Filters

Date Range

Message Status

Communication Type

2 Selected

Category

Author

☐ All Authors
 ☐

Message Threads 0

3 Message Threads

Show 25 per page

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME <input type="dropdown"/>	ACTIONS
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Figure 54: Grant Messages screen with Author drop-down and option checkboxes

- Click the **Message Status** drop-down and select the checkbox for the desired **message status**.

Note: Select the *All Statuses* checkbox to filter on all authors.

Search and Filter Grant Messages

Search by Subject [Hide Filters](#)

Filters

Date Range
Select MM/DD/YYYY - MM/DD/YYYY

Communication Type
2 Selected

Author
Select

Message Status
Select

☐ All Statuses
☐ Unread Messages
☐ Read Messages

Category
Select

[Apply Filters](#) [Reset Filters](#)

Show 25 per page

COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME	ACTIONS
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Figure 55: Grant Messages screen with Message Status drop-down and option checkboxes

- Click the **Category** drop-down and select the checkbox for the desired **category**.

Note: Select the *All Categories* checkbox to filter on all authors.

Search and Filter Grant Messages

[Hide Filters](#)

Filters

Date Range

Communication Type
2 Selected ▾

Author
Select ▾

Message Status
Select ▾

Category

Select ▴

☐ All Categories
☐ Policy Request
☐ Site Visit Report
☐ Technical Review

[Apply Filters](#)
[Reset Filters](#)

Message Threads 0
3 Message Threads

AUTHOR	SUBJECT	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
	Correspondence	Site Visit Report	Budget Year: 1	11/22/2024 05:19 PM EST

Show 25 per page ▾

Figure 56: Grant Messages screen with Category drop-down and option checkboxes

7. Click the **Apply Filters** button.

Note: The *Apply Filters* button becomes active upon adding or removing at least one filter from the *Show Filters* section.

Search and Filter Grant Messages

[Hide Filters](#)

Filters

Date Range

Communication Type

2 Selected
▼

Author

Select
▼

Message Status

Select
▼

Category

1 Selected
▼

Apply Filters

Reset Filters

Message Threads 0

3 Message Threads

AUTHOR

SUBJECT

COMMUNICATION TYPE

CATEGORY

BUDGET YEAR / APPLICATION #

DATE / TIME ▼

ACTIONS

Show 25 per page ▼

Figure 57: Grant Messages screen with Apply Filter button

The filter returns message results that match the criteria.

Note: Click the *Reset Filter* button to clear the filter.

Message Threads 0

1 Message Threads Show 25 per page ▾



AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME ▾	ACTIONS
		Correspondence	Site Visit Report	Budget Year: 1	11/22/2024 05:19 PM EST	

Figure 58: Grant Messages screen with Search and Filter Grant Messages section and filtered column results

APPENDIX

The following is additional information regarding the *Message Threads* results table:

Column	Note
Author	The author sent the first message.
Subject	A <i>Show More</i> button in this field can be used to display additional Subjects. Subjects appear as written by the sender.
Communication Type	An icon that appears as multiple sheets of paper () indicates bulk functionality.
Communication Type	<i>Correspondence</i> indicates the grant message is between Federal and Recipient users. <i>Internal</i> indicates the grant message is between Federal users only.
Date/Time	The Date/Time column is sortable by date.