

## QUICK SHEET: MANUALLY ENTER, SUBMIT, AND VERIFY COMPLETION OF NEW APPLICATIONS

**Audience:** Grants Office

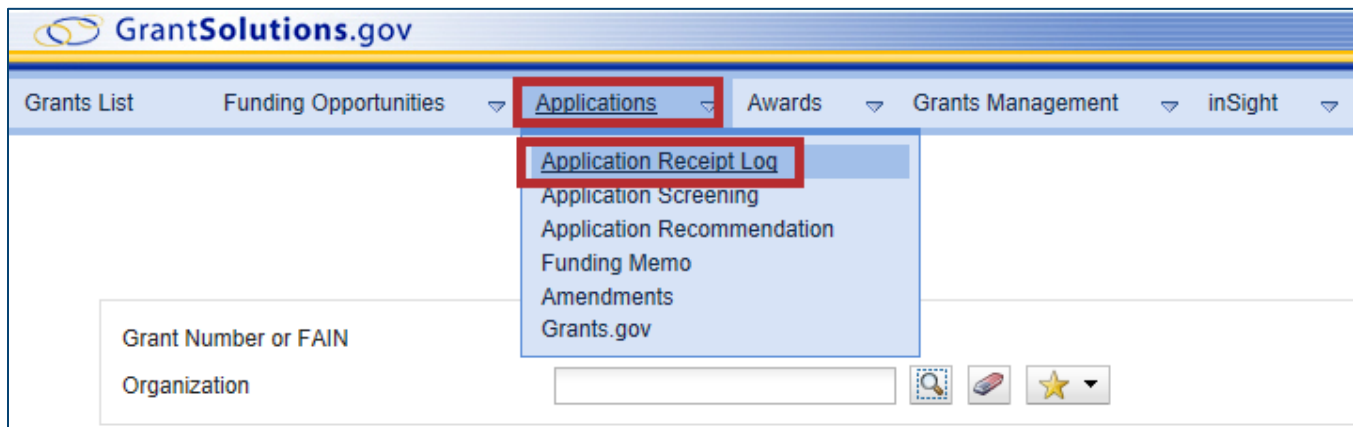
### PURPOSE

For new applications, form information must be entered, submitted, and verified. The purpose of this quick sheet is to learn how to complete the new application process for the Grants Office role.

### MANUALLY ENTER, SUBMIT, AND VERIFY COMPLETION OF NEW APPLICATIONS

1. From the “Grants List” screen, click the **Applications** drop-down and select the **Application Receipt Log** option.

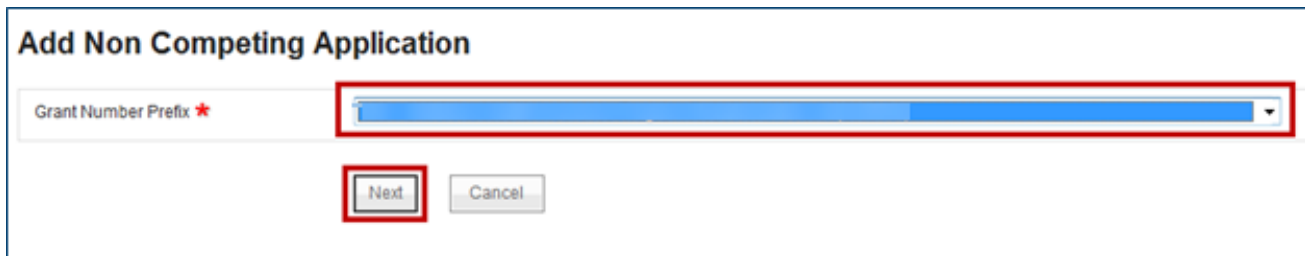
**Note:** For Login information and instruction, please view the GrantSolutions Login Quick Sheet"



2. The “Application Receipt and Logging” screen appears. Click the **Log Non-Competing Applications** button.



3. The “Add Non-Competing Application” screen appears. Select a **Grant Number Prefix** (Grant Program) from the drop-down list and click the **Next** button.

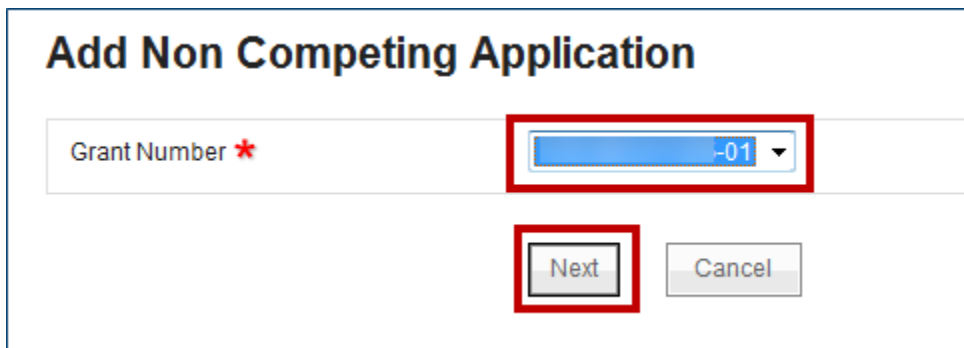


**Add Non Competing Application**

Grant Number Prefix \*

Next Cancel

4. The “Add Non-Competing Application” screen refreshes. Select a **Grant Number** from the drop-down list and click the **Next** button.



**Add Non Competing Application**

Grant Number \*

-01

Next Cancel

- The “Application Receipt Log – Create” screen appears. Complete all required fields and ensure information is correct. Click the **Create** button.

**Note:** Required fields are marked with a red asterisk.

### Application Receipt Log - Create

Grant Number

-01

Postmark Date (MM/DD/YYYY) \*

4/21/2015

Received Date (MM/DD/YYYY) \*

4/23/2015

Number Of Copies

1

#### Grantee Organization

Grantee Name \*

Center

Street Address \*

City \*

State \*

Maryland

Zipcode \*

Country \*

UNITED STATES

Phone Number

301-555-1212

Fax Number

Email Address

#### Name of Project Director / Principal Investigator

First Name \*

Joseph

Middle Name

Last Name \*

Phone \*

301-555-1212

Email

js@demo.xyz

#### Name of Contact Person

First Name \*

Joseph

Middle Name

Last Name \*

Phone \*

301-555-1212

Email

js@demo.xyz

Create

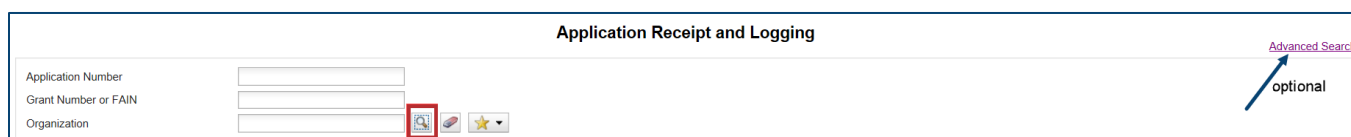
Cancel

The “Application Receipt and Logging” screen appears.

## SUBMIT LOGGED APPLICATION

The process for submitting logged applications is the same for New and Non-Competing Continuations. To submit a logged application, follow the steps below:

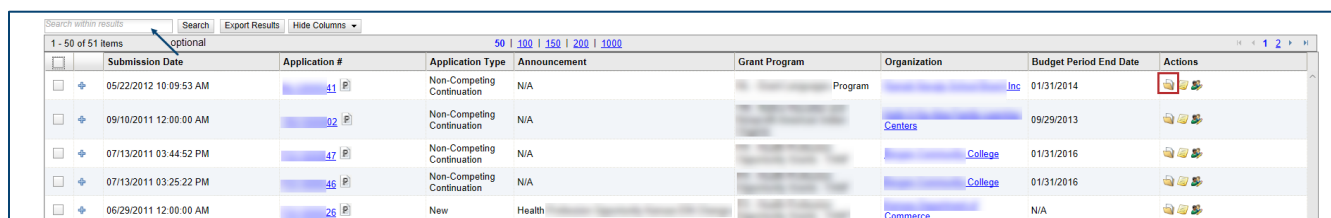
1. Search for logged application using the Simple Search (pictured below) or Advanced Search (click the **Advanced Search** link) screens. From the Simple Search screen, enter an **Organization name**. From the Advanced Search screen, set the Application Status filter to *Received*. Click the **Search** icon (magnifying glass).



The screen refreshes and the search results appear in a table below the search criteria. An option to search within results is available.

**Note:** The Application Status is *Received* because the package is not yet submitted.

2. Click the **Open Application** icon (file folder) from the *Actions* column to complete forms electronically and upload attachments.



Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Actions
05/22/2012 10:09:53 AM	41	Non-Competing Continuation	N/A	Program	Inc	01/31/2014	[Open Application icon]
09/10/2011 12:00:00 AM	02	Non-Competing Continuation	N/A		Centers	09/29/2013	[Open Application icon]
07/13/2011 03:44:52 PM	47	Non-Competing Continuation	N/A		College	01/31/2016	[Open Application icon]
07/13/2011 03:25:22 PM	46	Non-Competing Continuation	N/A		College	01/31/2016	[Open Application icon]
06/29/2011 12:00:00 AM	26	New	Health		Commerce	N/A	[Open Application icon]

The “GrantSolutions Non-Competing Continuation Application Control Checklist” screen appears.

3. To open a form, click the **Enter Online** link from the *Enclosure(s)* column.

**Note:** Icons in the *Status* column include a triangle with an exclamation point, which indicates a *recommended item* and a bracket, which indicates *not started*.


Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a>	N/A	[Triangle with exclamation point]
SF-LLL Disclosure of Lobbying Activities	<a href="#">Enter Online</a>	N/A	[Bracket]
SF-424B Assurances - Non-Construction	<a href="#">Enter Online</a>	N/A	[Triangle with exclamation point]
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	N/A	[Triangle with exclamation point]

4. The online form appears. Complete all information and click the **Save** button.

**Note:** Required fields are marked with a red asterisk.

20. TOTALS (sum of lines 16-19)	\$0.00	\$0.00	\$0.00	\$0.00
▼ Section F Other Budget Information				
21. Direct Charges	<input type="text"/>			
22. Indirect Charges	<input type="text"/>			
23. Remarks	<input type="text"/>			
<div> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>				

5. The “Save Successful” message appears. Click the **Close** button.

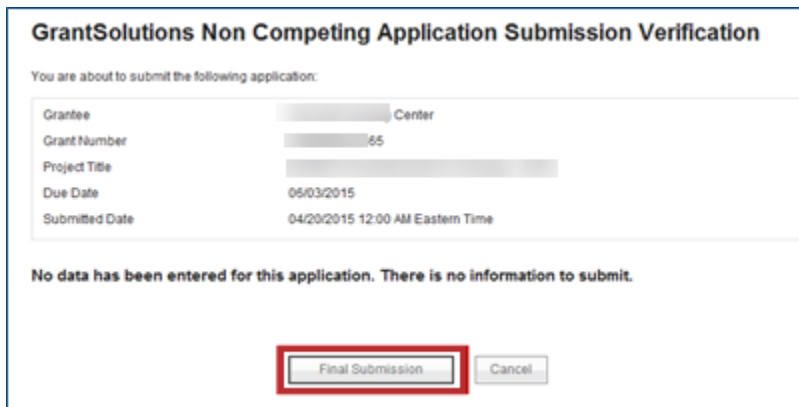
▼ Section F Other Budget Information				
21. Direct Charges	<input type="text"/>			
22. Indirect Charges	<input type="text"/>			
23. Remarks	<input type="text"/>			
<div> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>				
<div>  <span>Save Successful</span> </div>				

When a form is saved, the status changes to a green checkmark icon and the Print Completed link appears.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a> <a href="#">Print Completed</a>	N/A	

6. Once all forms are complete and attachments are uploaded, click the **Verify Submission** button.

7. The “GrantSolutions Non-Competing Application Submission Verification” screen appears. Click the **Final Submission** button.



**GrantSolutions Non Competing Application Submission Verification**

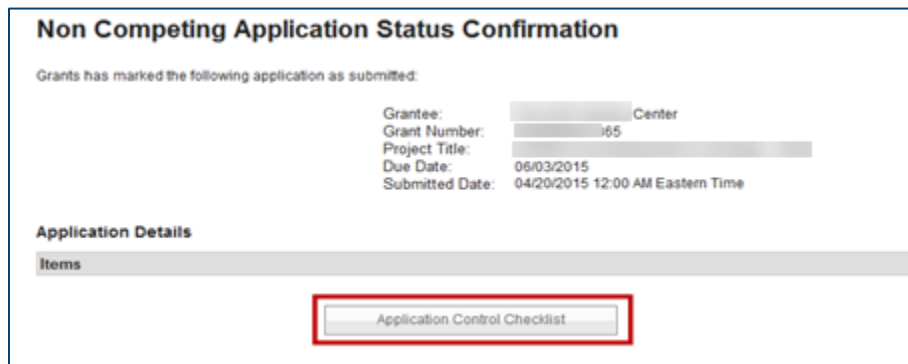
You are about to submit the following application:

Grantee	Center
Grant Number	65
Project Title	
Due Date	06/03/2015
Submitted Date	04/20/2015 12:00 AM Eastern Time

No data has been entered for this application. There is no information to submit.

**Final Submission** Cancel

8. The “Non-Competing Application Status Confirmation” screen appears. Click the **Application Control Checklist** button to verify that the application is submitted.



**Non Competing Application Status Confirmation**

Grants has marked the following application as submitted:

Grantee:	Center
Grant Number:	65
Project Title:	
Due Date:	06/03/2015
Submitted Date:	04/20/2015 12:00 AM Eastern Time

**Application Details**

Items

**Application Control Checklist**

The “GrantSolutions Non-Competing Continuation Application Control Checklist” screen appears with the *Read-Only* status noted at the top.

## VERIFY COMPLETION AND FINAL COMPLETION

Once an application is in the *Submitted* status, the next step is for the Grants Office to review the application to ensure all forms and attachments are included. To complete the application, follow the steps below:

1. From the “Application Receipt and Logging Simple Search” screen. Enter an **Organization name** and click the **Search** icon.




**Note:** From the Advanced Search screen, set the Application Status filter to *Received*. Click the **Search** icon (magnifying glass).

Applications > Application Receipt Log

[Page Help](#)

### Application Receipt and Logging

[Advanced Search](#)

Application Number	<input type="text"/>		
Grant Number or FAIN	<input type="text"/>		
Organization	<input style="border: 2px solid red;" type="text"/>		 

Please filter your search as necessary

- The screen refreshes and the results appear in a table below the search criteria. An option to search within results is available. Locate the desired application. From the *Actions* column, click the **Open Application** icon (file folder).





**Application Receipt and Logging**

Default / Selected Search Criteria

Submitted After

Search within results

Search Export Results Hide Columns

	Submission Date	Application #	Application Type	Announcement	Organization	Budget Period End Date	Application Status	Actions
<input type="checkbox"/>	12/04/2024 12:00:00 AM	(To be assigned)	New			N/A	Received	
<input type="checkbox"/>	12/04/2024 12:00:00 AM	(To be assigned)	New			N/A	Received	
<input type="checkbox"/>	12/04/2024 12:00:00 AM	(To be assigned)	New			N/A	Received	
<input type="checkbox"/>	12/04/2024 12:00:00 AM	(To be assigned)	New			N/A	Received	

- The “GrantSolutions Application Control Checklist” screen appears. Scroll to the bottom of the screen and click the **Verify Completion** button.

Application Notes Return **Verify Completion** Close

- The “GrantSolutions Application Completion Verification” screen appears. Click the **Final Completion** button.

**Final Completion** Cancel

The “Application Status Confirmation” screen appears. The application is now complete.