

## QUICK SHEET: THE NOTIFICATION CENTER

**Audience:** Grantors (All Roles)

### INTRODUCTION

The Notification Center allows grantors to receive notifications for all new grant and application messages in one location. Grantors receive notifications for all grants and applications they are assigned to as primary, and email notifications are received when messages are sent. Messages received in the notification center direct users to grant or application messages within both GrantSolutions Grants Management Services (GMM) classic and new enhanced screens.

When grantors generate a bulk export they receive a notification and can download the CSV file in the Notification Center.

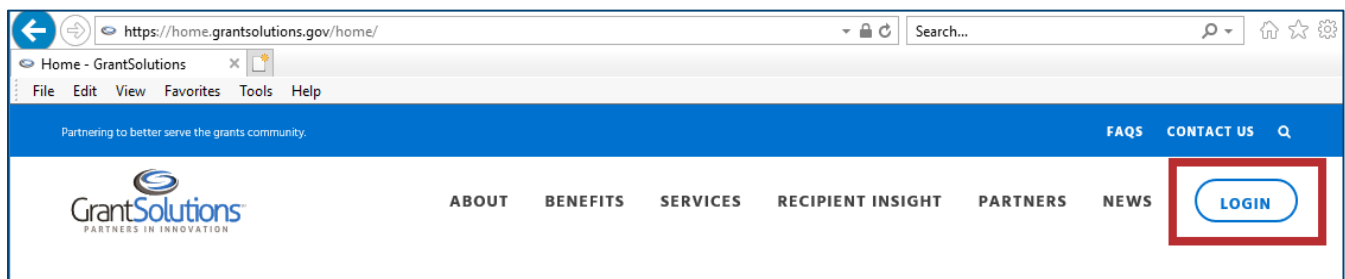
**Note:** Notifications (alerts and email notifications) do not apply to MGM grant messages. The recipient and grantor users should not receive email notifications or alerts in the notification center.

**Note:** Please refer to the “Bulk Messages for Grantors” Quick Sheet to learn more about bulk messages.

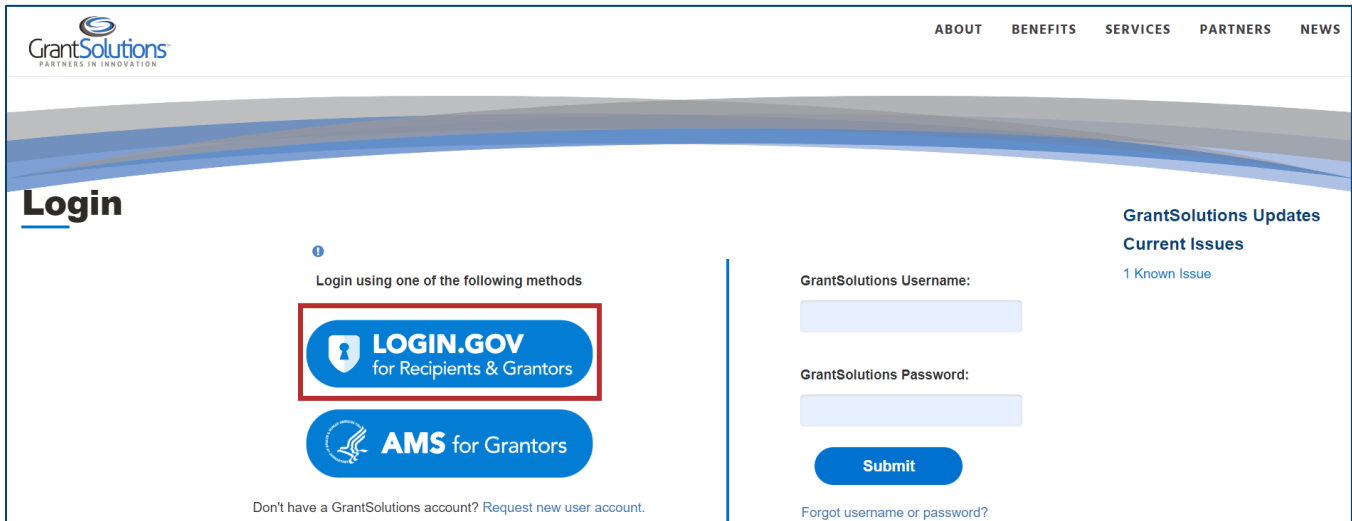
### LOGIN

To log into GrantSolutions and access the “Grants List” screen, follow the steps below:

1. From a browser such as Google Chrome, navigate to [www.grantsolutions.gov](https://www.grantsolutions.gov) and click the **Login** button.

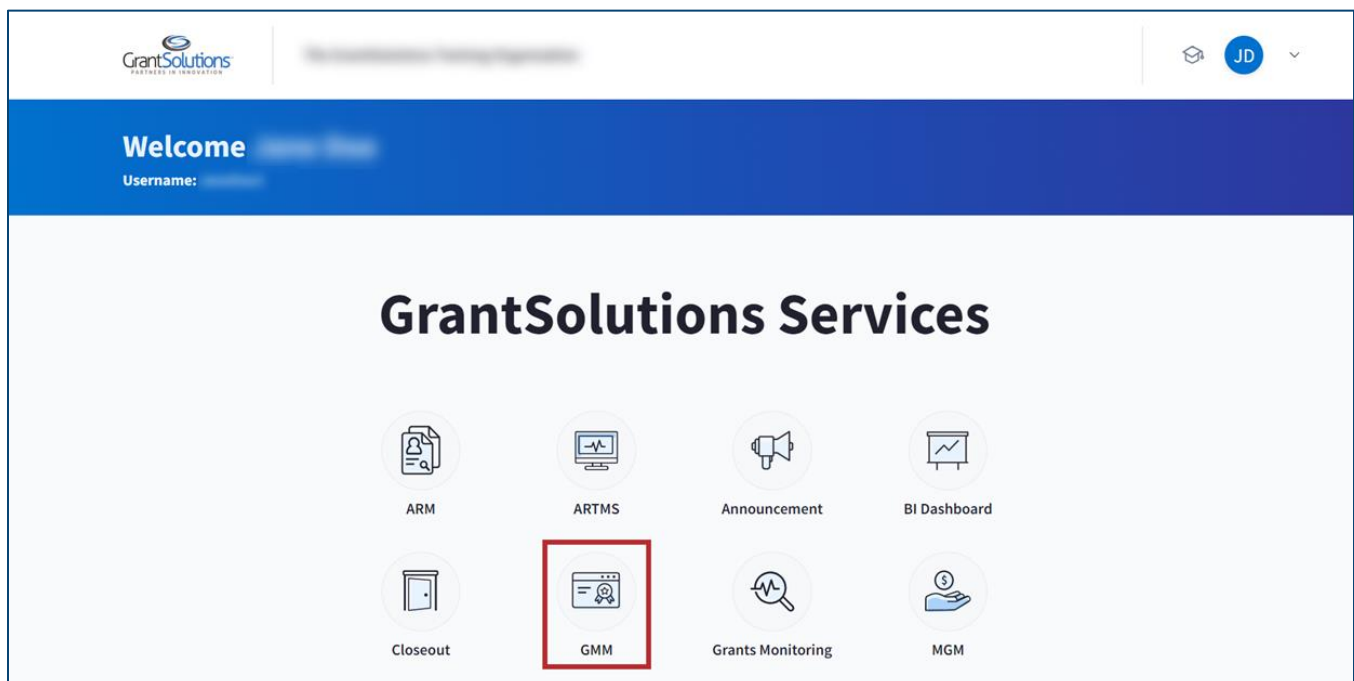


- The “GrantSolutions Login” screen appears. Click the **Login.gov for Recipients & Grantors** button to log in using a Login.gov account.



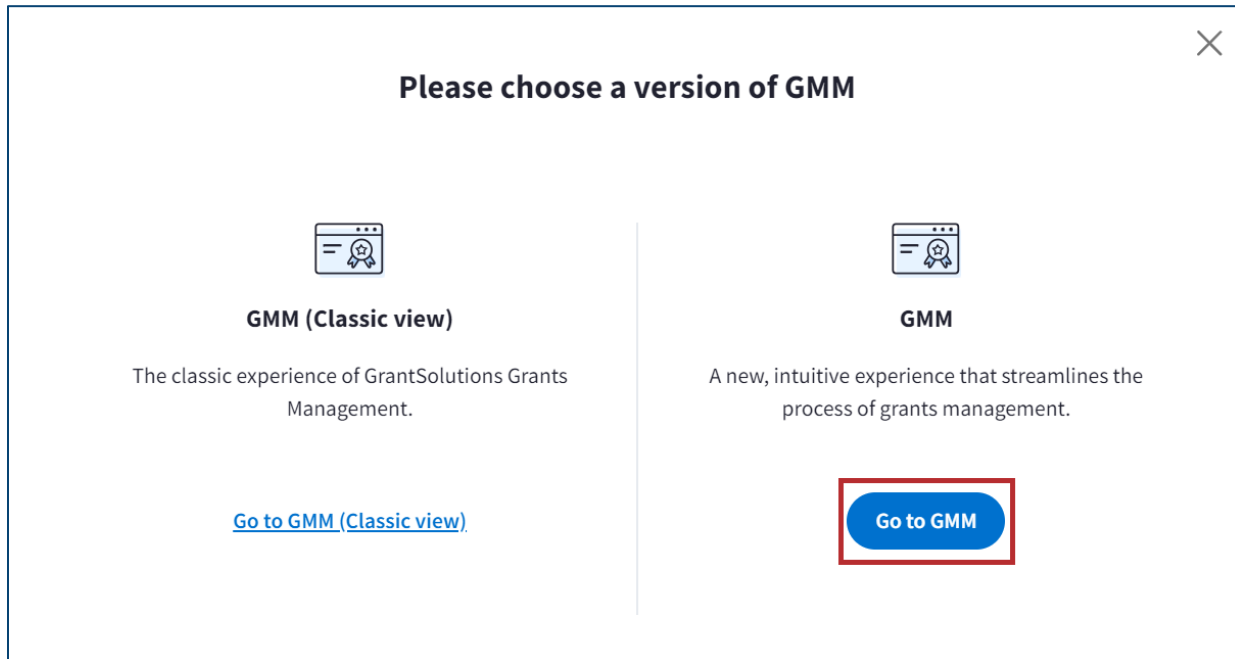
The screenshot shows the GrantSolutions Login page. At the top left is the GrantSolutions logo. At the top right are navigation links: ABOUT, BENEFITS, SERVICES, PARTNERS, and NEWS. The main heading is "Login". Below it, a message says "Login using one of the following methods". There are two buttons: "LOGIN.GOV for Recipients & Grantors" (highlighted with a red box) and "AMS for Grantors". To the right of these buttons is a login form with fields for "GrantSolutions Username:" and "GrantSolutions Password:", followed by a "Submit" button. Below the password field is a link for "Forgot username or password?". On the far right, there is a section for "GrantSolutions Updates" with "Current Issues" and a link for "1 Known Issue". At the bottom left, there is a link: "Don't have a GrantSolutions account? Request new user account."

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

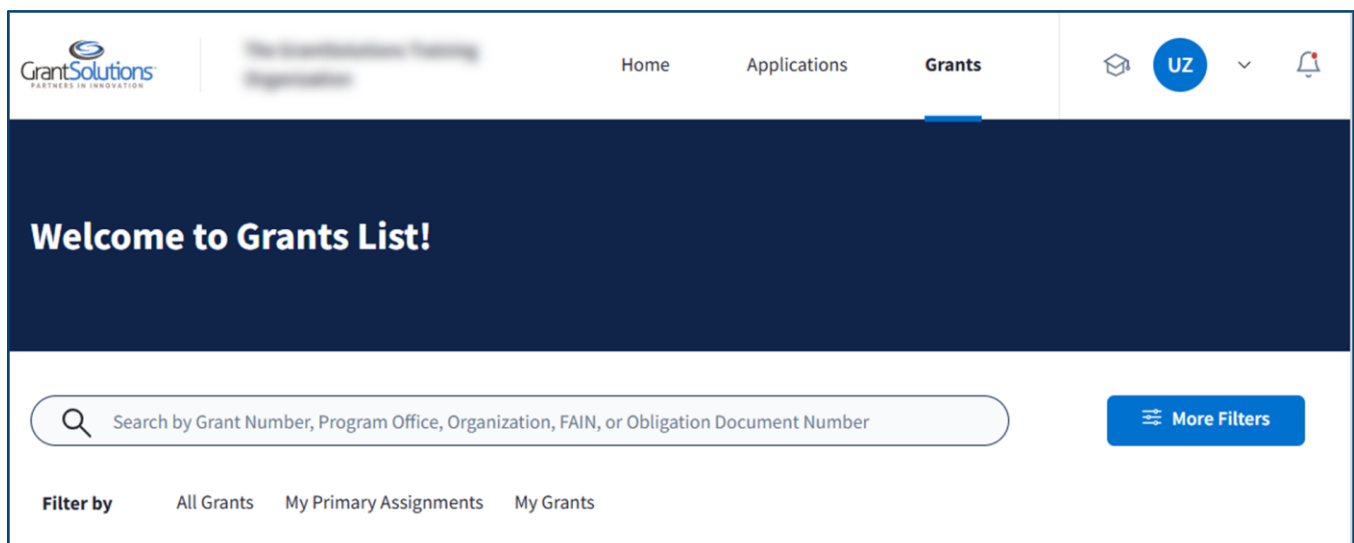


4. The “GMM Navigation” window appears. Click the **Go to GMM** button.

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



The “Grants List” screen appears.

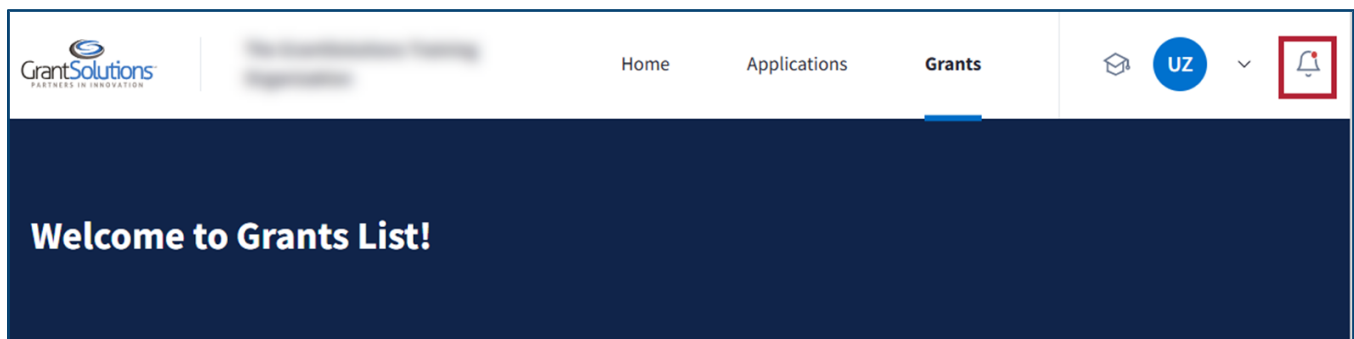


## THE NOTIFICATION CENTER

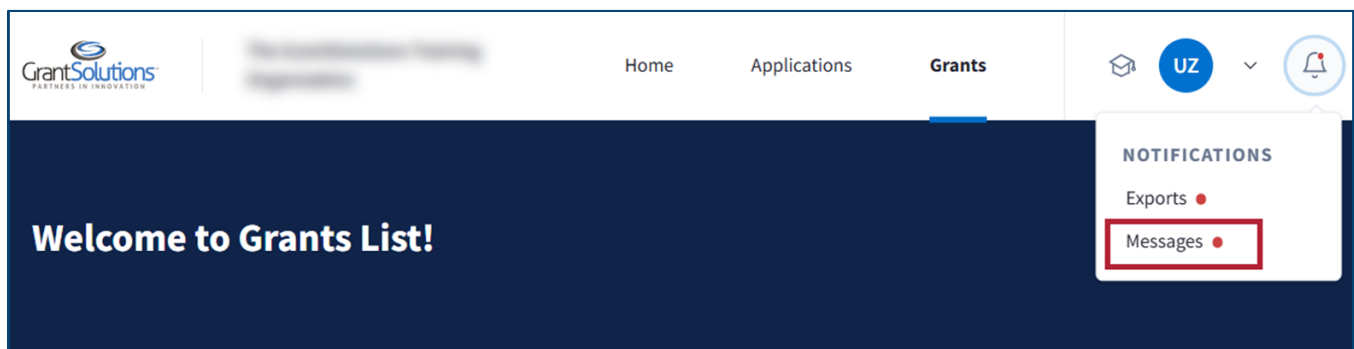
To access and perform tasks in the Notification Center, follow the steps below:

1. From the “Grants List” screen, click the **alerts** icon in the Global Navigation bar.

**Note:** An alert icon with a red dot indicates new notifications.



2. The *Notifications* drop-down expands. Click the **Messages** option.



The “Notifications” screen appears with the *Grant Messages* tab open by default. A number to the right of the *Grant Messages Notifications* title indicates the number of new messages. A results table appears below with the following columns:

- **Grant #:** The Grant Number assigned to the associated grant project.
- **Latest Message Date/Time:** The latest date and times when the message was sent or edited. When multiple Grant Messages with the same grant number are sent, the notification system shows one notification with the most recent date.
- **Actions:** Contains a *Go to Messages* link and a *Clear* link.
  - **Go to Messages:** Click to navigate to the “Grant Messages” screen for the associated grant project.
  - **Clear:** Click to clear the message for the associated grant project.

**Note:** Click the *Clear All Notifications* link to erase all notifications within the Notification Center. Clearing using this method only applies to the Notification Center, and grant messages remain on the “Grant Messages” screen for the associated grant project.

## Notifications

Grant Messages ●
Application Messages ●
Bulk Messages ●

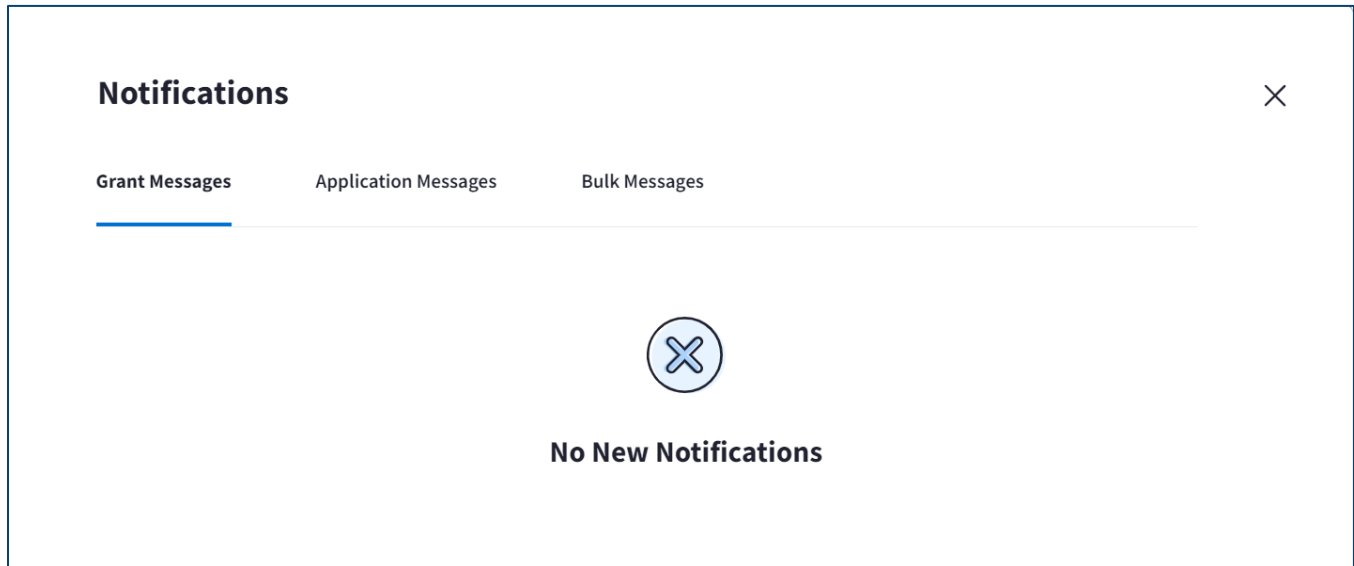
Grant Messages Notifications 33

You have new grant messages. To view them, click "Go to Messages" under the Actions column, which will take you to the Grant Messages tab for the associated grant project and remove the notification from this list.

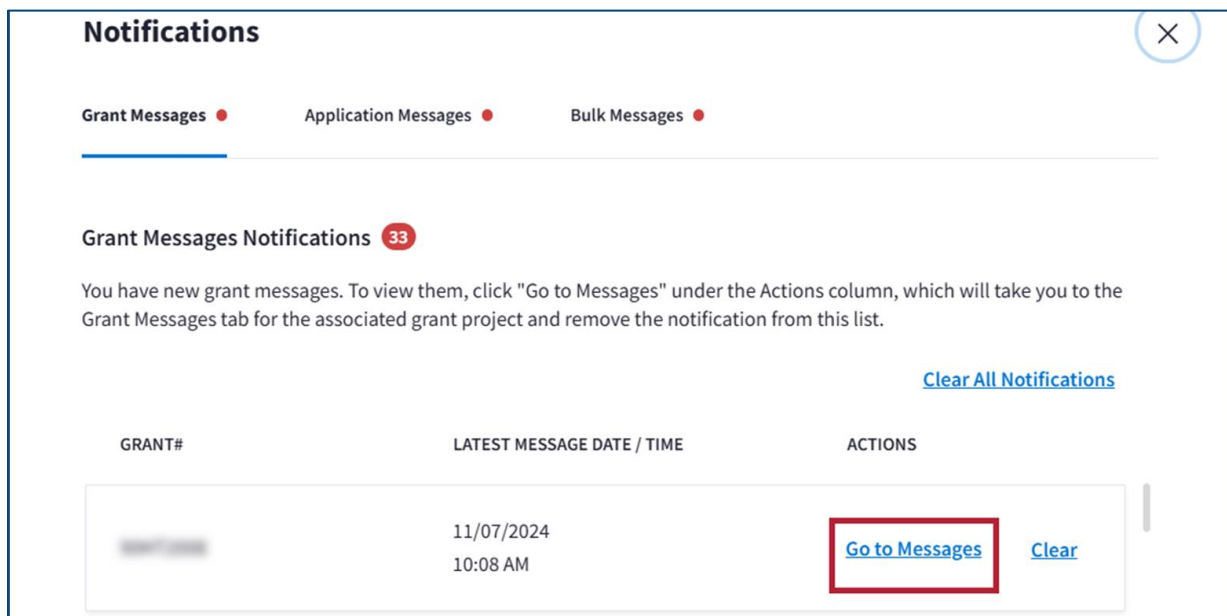
Clear All Notifications

GRANT#	LATEST MESSAGE DATE / TIME	ACTIONS
	11/07/2024 10:08 AM	<a href="#">Go to Messages</a> <a href="#">Clear</a>

If no new notifications exist, a “No New Notifications” message appears.

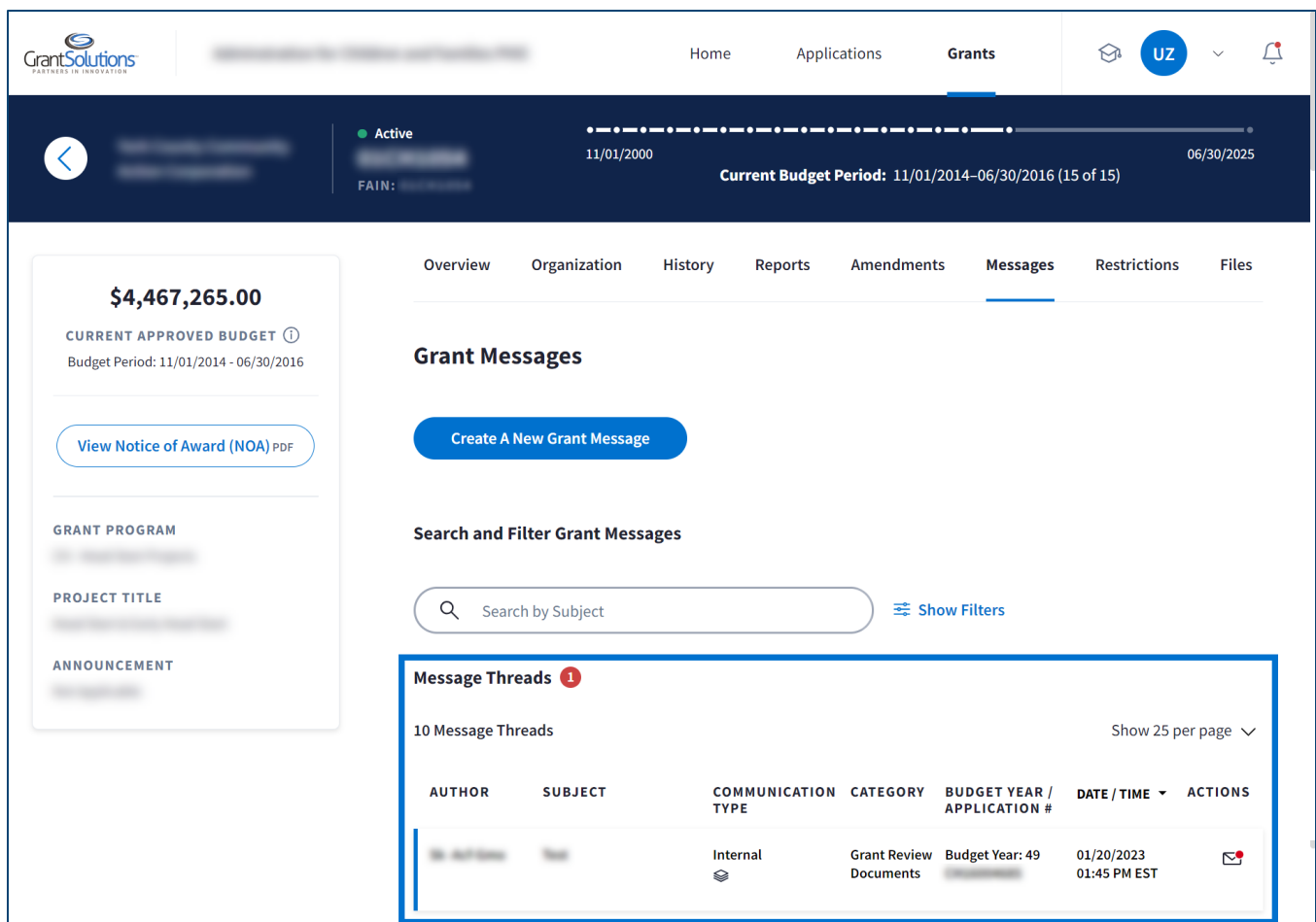


3. Click the **Go to Messages** link in the *Actions* column to view a grant message for the associated grant project.



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. Upon selecting a grant message, it becomes read and changing it back to unread is not possible.

**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**

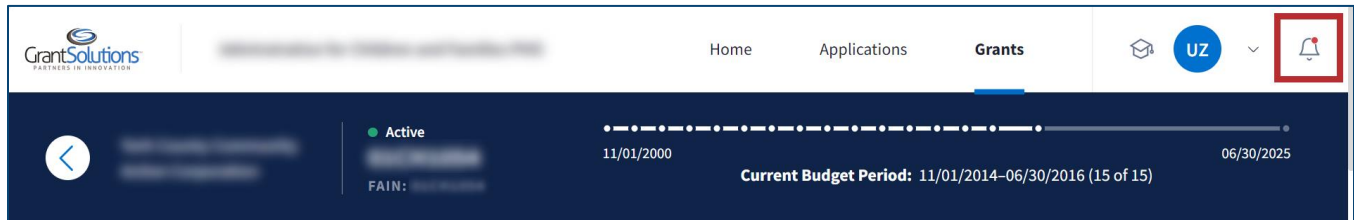
[Show Filters](#)

**Message Threads** 1

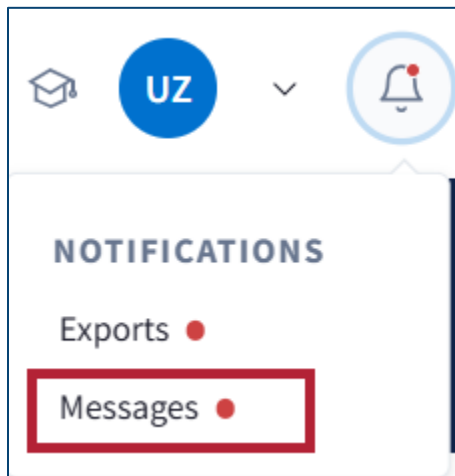
10 Message Threads Show 25 per page ▾

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			

4. To return to the Notification Center, click the **alerts** icon in the Global Navigation bar.



5. The *Notifications* drop-down expands. Click the **Messages** option.





6. The “Notifications” screen appears. Click the **Application Messages** tab.

## Notifications ×

Grant Messages ●

Application Messages ●



Bulk Messages ●

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### Grant Messages Notifications 33

You have new grant messages. To view them, click "Go to Messages" under the Actions column, which will take you to the Grant Messages tab for the associated grant project and remove the notification from this list.

[Clear All Notifications](#)

GRANT#	LATEST MESSAGE DATE / TIME	ACTIONS
	11/07/2024 10:08 AM	<a href="#">Go to Messages</a> <a href="#">Clear</a>
	11/07/2024 08:26 AM	<a href="#">Go to Messages</a> <a href="#">Clear</a>

The “Notifications” screen appears with the *Application Messages* tab open. A number to the right of the *Application Messages Notifications* title indicates the number of new messages. A results table appears below with the following columns:

- **Application #:** The Application Number assigned to the associated application.
- **Latest Message Date/Time:** The latest date and times when the grantor sent or edited the message. When multiple Application Messages with the same grant number are sent, the notification system shows one notification with the most recent date.
- **Actions:** Contains a *Go to Messages* link and a *Clear* link.
  - **Go to Messages:** Click to navigate to the “Application Messages” screen for the associated application.
  - **Clear:** Click to clear the message for the associated application.

**Note:** Click the *Clear All Notifications* link to erase all notifications within the Notification Center. Clearing using this method only applies to the Notification Center, and application messages remain on the “Grant Messages” screen for the associated application.

## Notifications

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Grant Messages ●
Application Messages ●
Bulk Messages ●

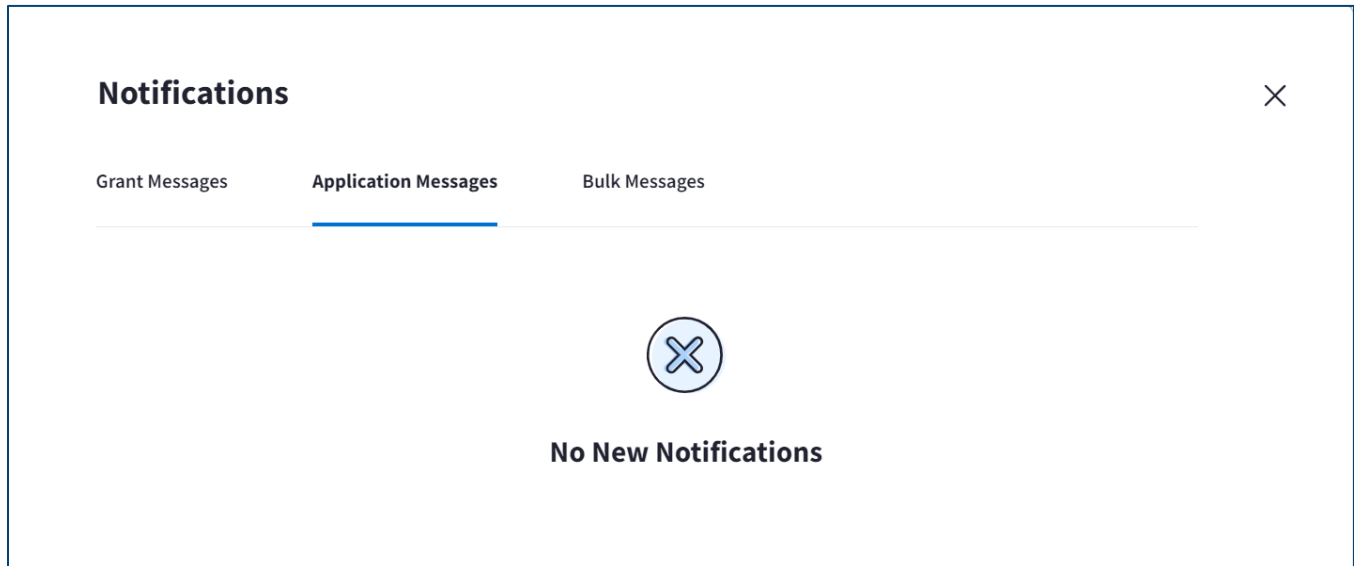
Application Messages Notifications
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You have new application messages. To view them, click "Go to Messages" under the Actions column, which will take you to the Application Messages tab for the associated grant project and remove the notification from this list.

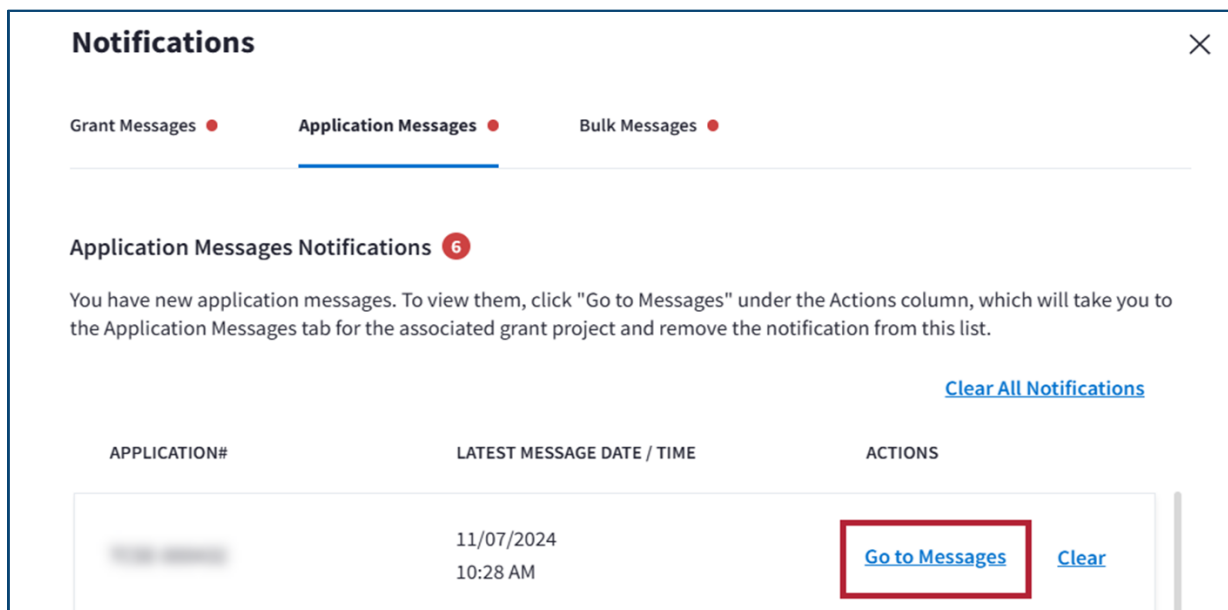
[Clear All Notifications](#)

APPLICATION#	LATEST MESSAGE DATE / TIME	ACTIONS
[REDACTED]	11/07/2024 10:28 AM	<a href="#" style="color: #0056b3; text-decoration: none;">Go to Messages</a> <a href="#" style="color: #0056b3; text-decoration: none; margin-left: 10px;">Clear</a>

If no new notifications exist, a “No New Notifications” message appears.

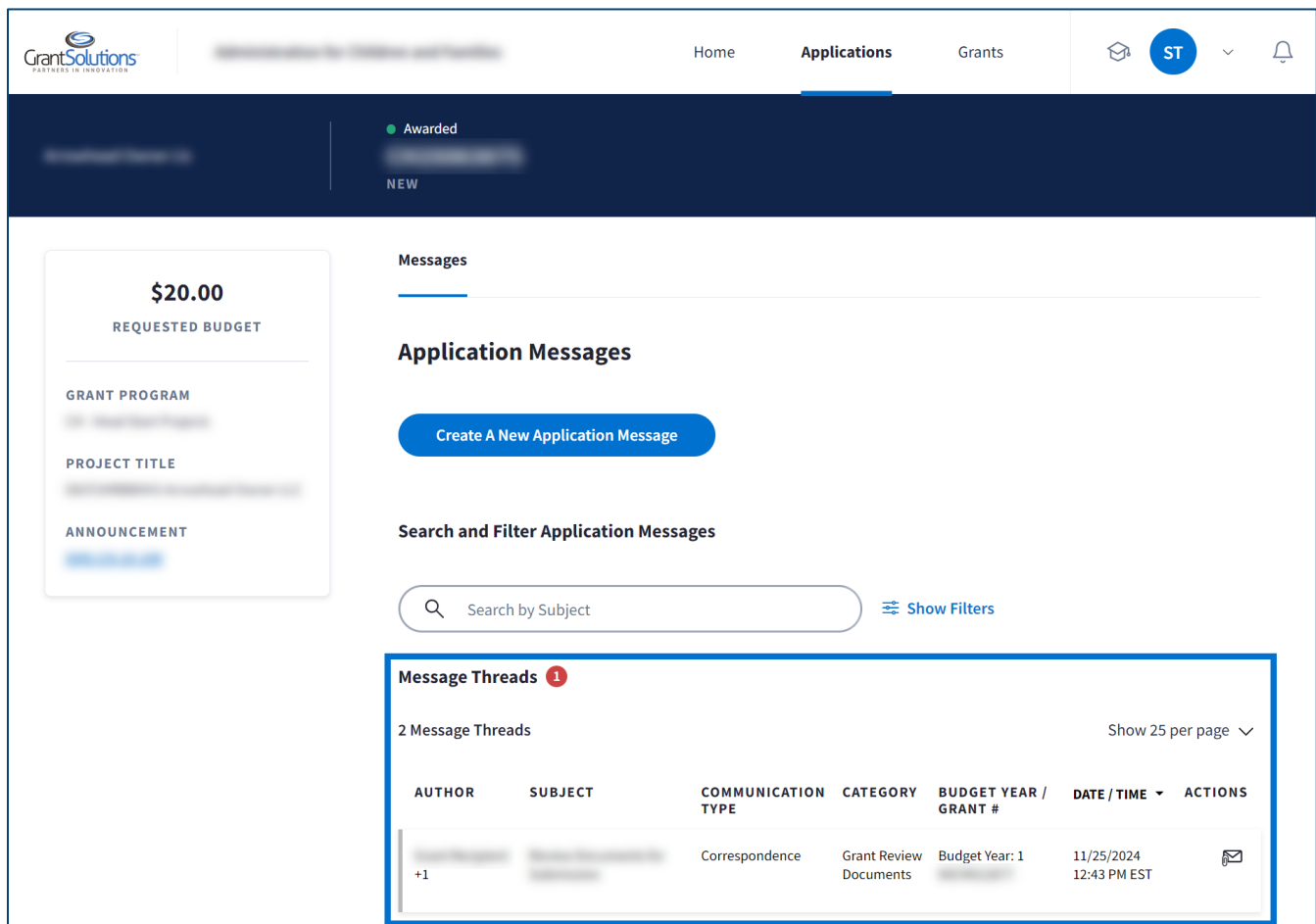


- Click the **Go to Messages** link in the *Actions* column to view an application message for the associated application.



The “Application Messages” screen appears, with a *Message Threads* results table below. Multiple application messages and replies may appear in the *Message Threads* results table, with the most recent application messages at the top. Upon selecting an application message, it becomes read and changing it back to unread is not possible.

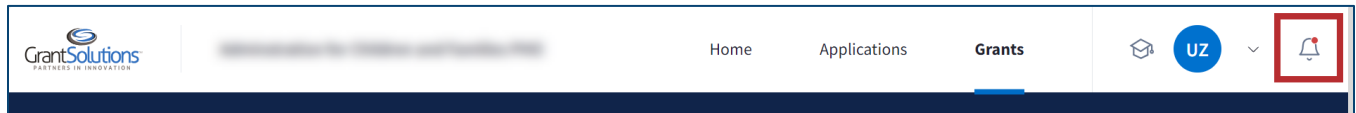
**Note:** Results can be modified using the search and filter features. Grantors can read all messages and respond to them within the thread.



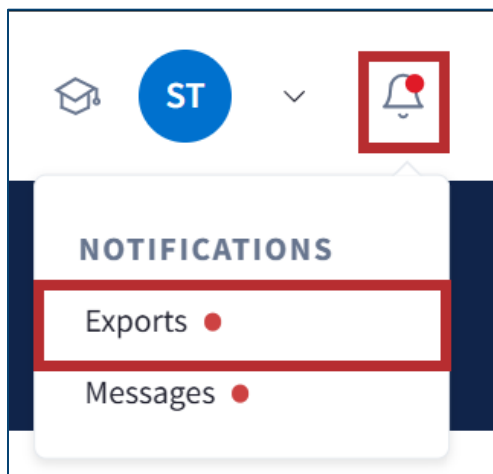
The screenshot shows the GrantSolutions web application interface. The top navigation bar includes the logo, a search bar, and links for Home, Applications (active), and Grants. A user profile dropdown shows 'ST' and a notification bell icon. Below the navigation bar, a dark blue header contains a 'NEW' button and a status indicator for 'Awarded'. The main content area is divided into a left sidebar and a right main panel. The sidebar displays a 'REQUESTED BUDGET' of '\$20.00' and sections for 'GRANT PROGRAM', 'PROJECT TITLE', and 'ANNOUNCEMENT'. The main panel is titled 'Messages' and 'Application Messages'. It features a 'Create A New Application Message' button and a 'Search and Filter Application Messages' section with a search bar and a 'Show Filters' link. Below this is a 'Message Threads' section with a red notification badge showing '1'. It indicates '2 Message Threads' and a 'Show 25 per page' dropdown. A table lists the message threads with columns for Author, Subject, Communication Type, Category, Budget Year / Grant #, Date / Time, and Actions. The first row shows a message from '+1' with the subject 'Grant Review Documents', categorized as 'Correspondence', with a budget year of '1', dated '11/25/2024 12:43 PM EST', and an action icon.

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / GRANT #	DATE / TIME	ACTIONS
+1	Grant Review Documents	Correspondence	Grant Review Documents	Budget Year: 1	11/25/2024 12:43 PM EST	

8. To return to the Notification Center, click the **alerts** icon in the Global Navigation bar



9. From the *Notifications* drop-down select the **Exports** option.



The “Notifications” screen appears with the *Exports* tab open. In the *Exports* section, a results table appears with the following columns:

- **Status:** The status of the export, which may appear as *Request Pending*, *Ready to Download*, or *Downloaded*.
- **File Name:** The name of the CSV file.
- **Date/Time Requested:** The date and time when the bulk export was created.
- **Expiration:** The date the file expires and is no longer available for download.
- **Actions:** Contains a *Download* icon and a Delete icon.
  - **Download:** Click to download the CSV file.
  - **Delete:** Click to delete the export file.

## Notifications

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**Exports** ●

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**Exports** 1

You have 1 new export. Notifications are removed from this list 2 days after you download them. Exports that failed will be automatically removed from the list after 90 days.

Show 25 per page ▼

STATUS	FILE NAME	DATE/ TIME REQUESTED	EXPIRATION	ACTIONS
● <span style="color: #0056b3;">i</span> Ready to Download	GrantsList_2025_4_11_3GrantsFound.csv	04/11/2025 11:22 AM		<span style="font-size: 20px; vertical-align: middle;">↓</span> <span style="font-size: 20px; vertical-align: middle;">🗑</span>

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1
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If no new notifications exist, a “No New Notifications” message appears.

