

QUICK SHEET: THE NOTIFICATION CENTER

Audience: Recipients (All Roles)

INTRODUCTION

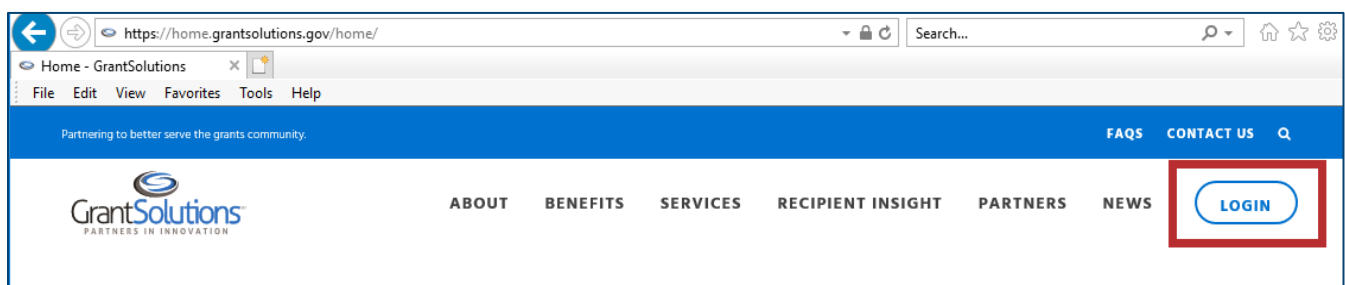
The Notification Center allows recipients to receive notifications for all new grant and application messages in one location. Recipients receive notifications for all grants and applications they are assigned to as primary. Messages received in the notification center direct users to grant or application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

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.

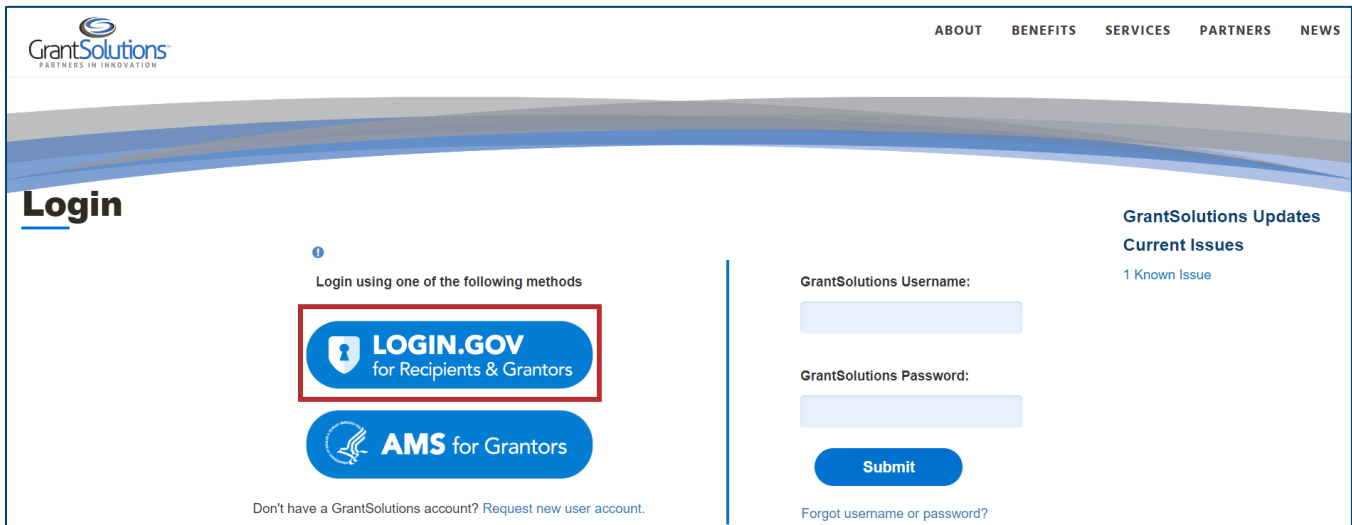
LOGIN

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

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

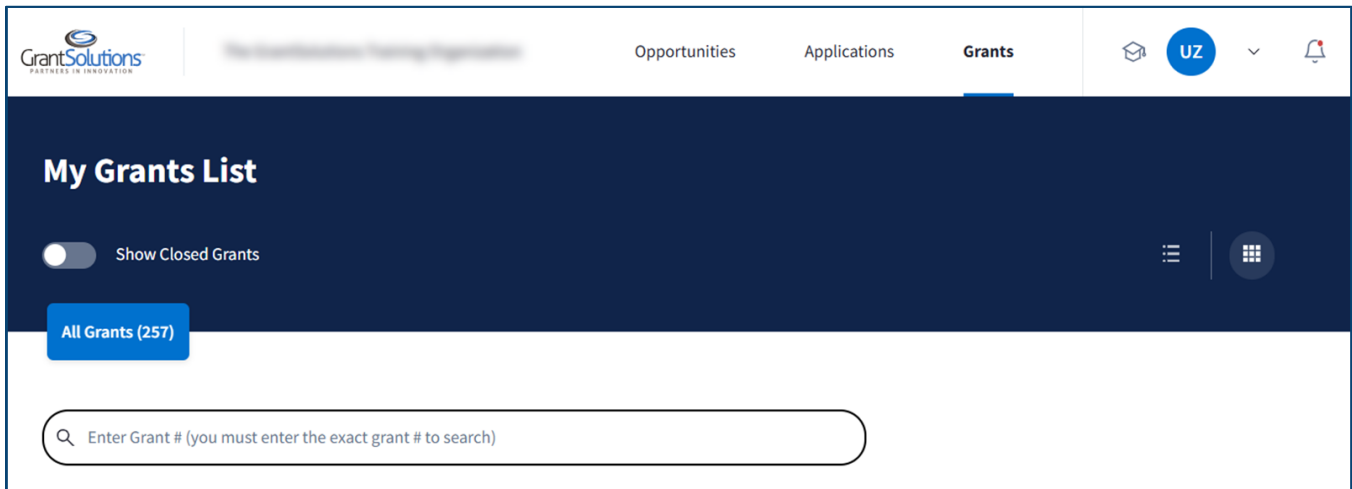


2. The “GrantSolutions Login” screen appears. Click the **Login.gov for Recipients & Grantors** button to log in using a Login.gov account.



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

The “My Grants List” screen appears.



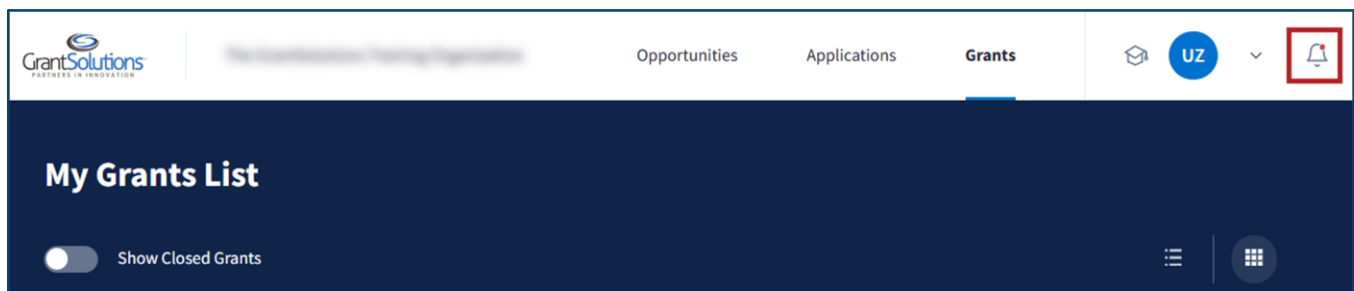
The screenshot shows the "My Grants List" screen. At the top is the GrantSolutions logo and a navigation bar with links: Opportunities, Applications, Grants (which is underlined). To the right of the navigation bar is a user profile icon with the letters "UZ" and a bell icon. The main heading is "My Grants List". Below it, there is a toggle switch for "Show Closed Grants" which is currently turned off. A blue button labeled "All Grants (257)" is visible. At the bottom, there is a search bar with the placeholder text "Enter Grant # (you must enter the exact grant # to search)".

THE NOTIFICATION CENTER

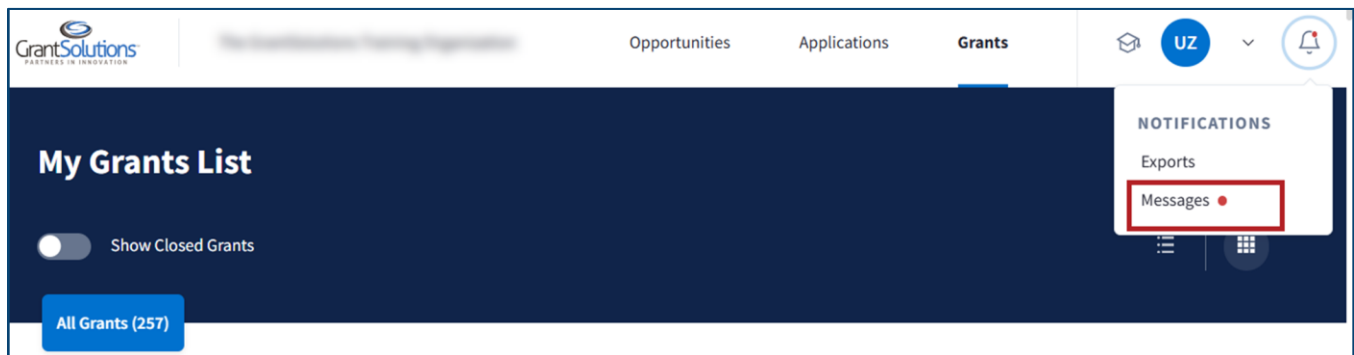
To access and perform tasks in the Notification Center, follow the steps below:

1. From the “My 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.
- **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

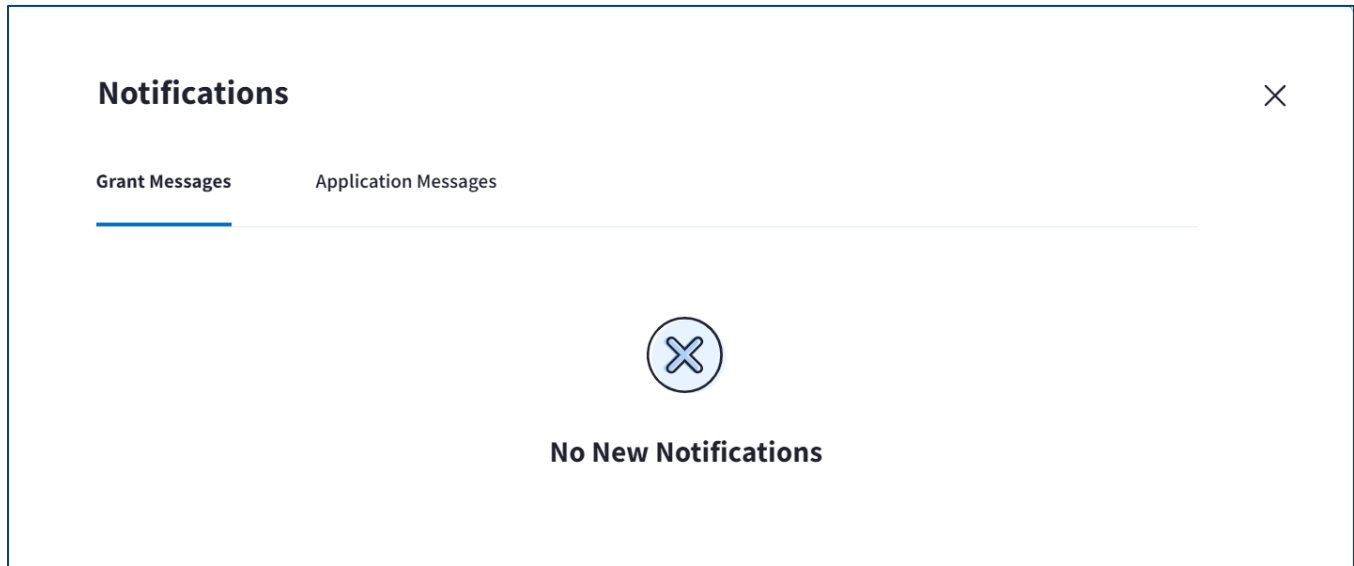
Grant Messages Notifications
3

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.

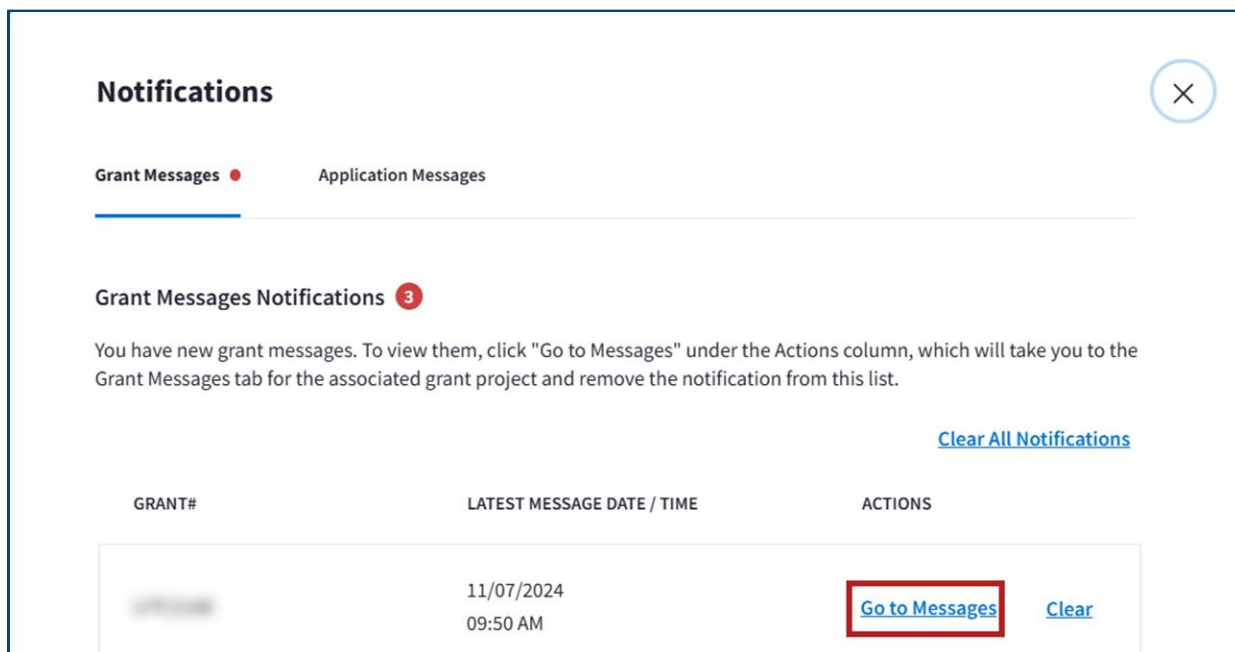
[Clear All Notifications](#)

GRANT#	LATEST MESSAGE DATE / TIME	ACTIONS
[REDACTED]	11/07/2024 09:50 AM	Go to Messages Clear

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

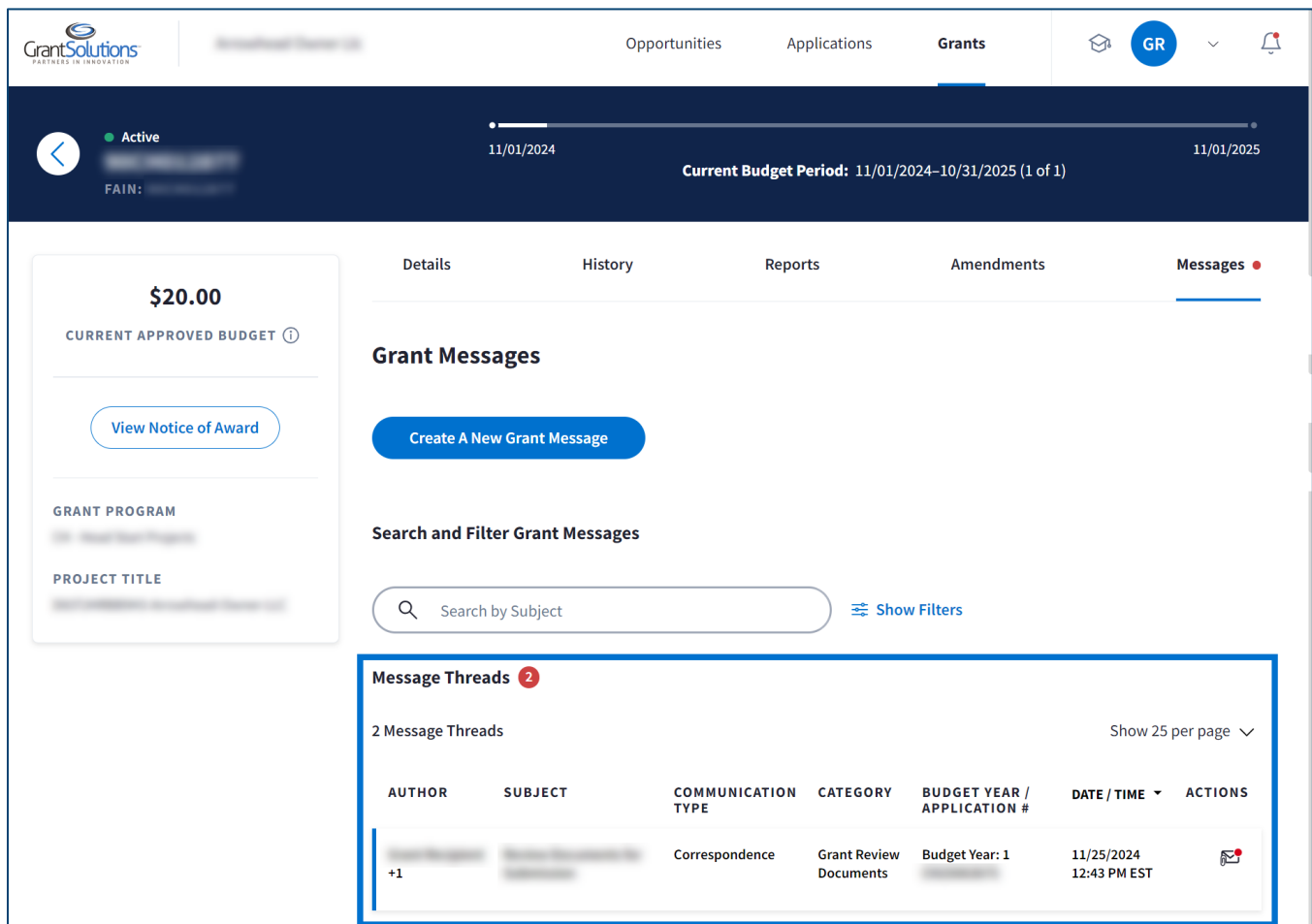


3. Click the **Go to Messages** link in the *Actions* column to view a grant message for the associated grant project.



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



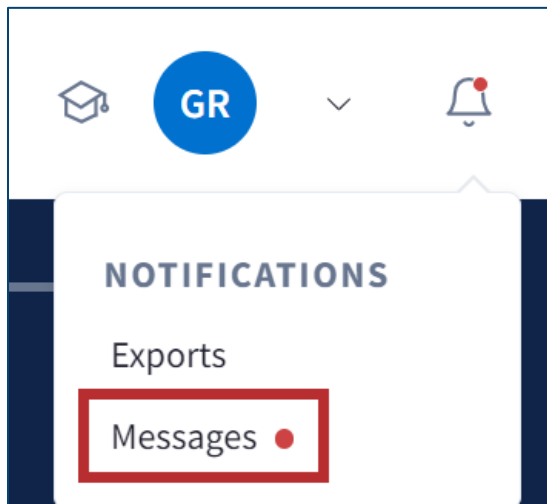
The screenshot shows the GrantSolutions interface. At the top, there's a navigation bar with 'Opportunities', 'Applications', and 'Grants'. The 'Grants' tab is active. Below the navigation bar, there's a header section with 'Active' status, a date range from 11/01/2024 to 11/01/2025, and the 'Current Budget Period: 11/01/2024–10/31/2025 (1 of 1)'. The main content area is titled 'Grant Messages' and includes a 'Create A New Grant Message' button. Below this is a 'Search and Filter Grant Messages' section with a search bar labeled 'Search by Subject' and a 'Show Filters' link. The 'Message Threads' section is highlighted with a blue border and shows 2 message threads. The table below lists the message threads with columns for Author, Subject, Communication Type, Category, Budget Year / Application #, Date / Time, and Actions.

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

Grant Messages Notifications

3

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 09:50 AM	Go to Messages Clear	
11/04/2024 04:13 PM	Go to Messages Clear	

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.
- **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

Grant Messages •

Application Messages •

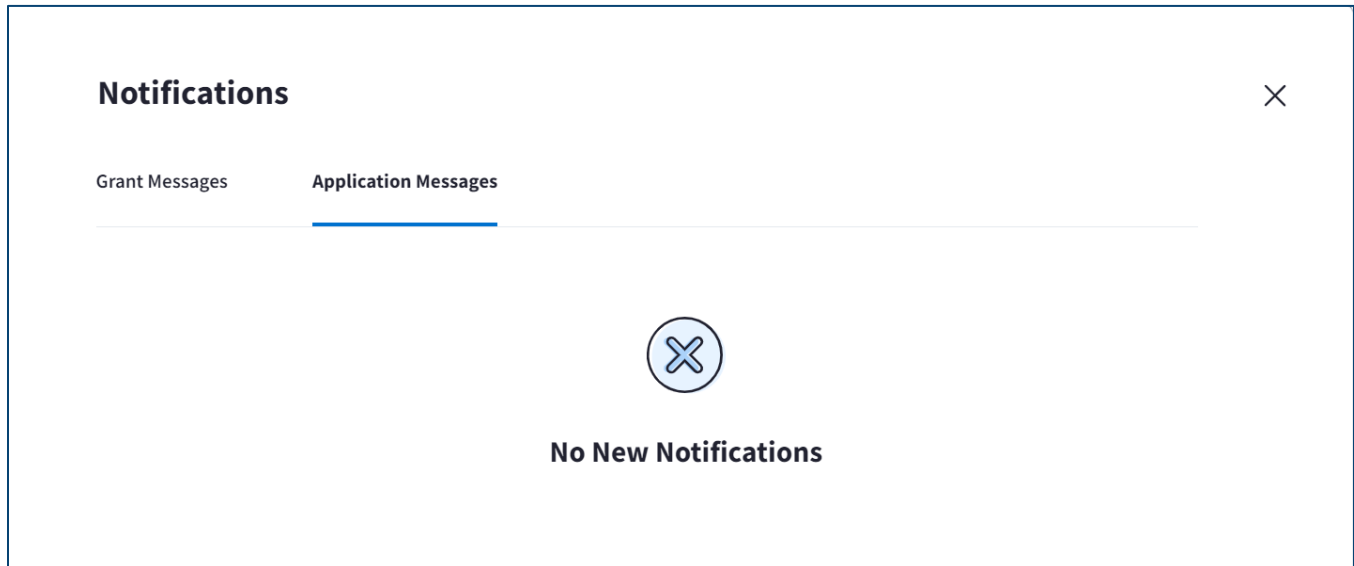
Application Messages Notifications 2

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 application and remove the notification from this list.

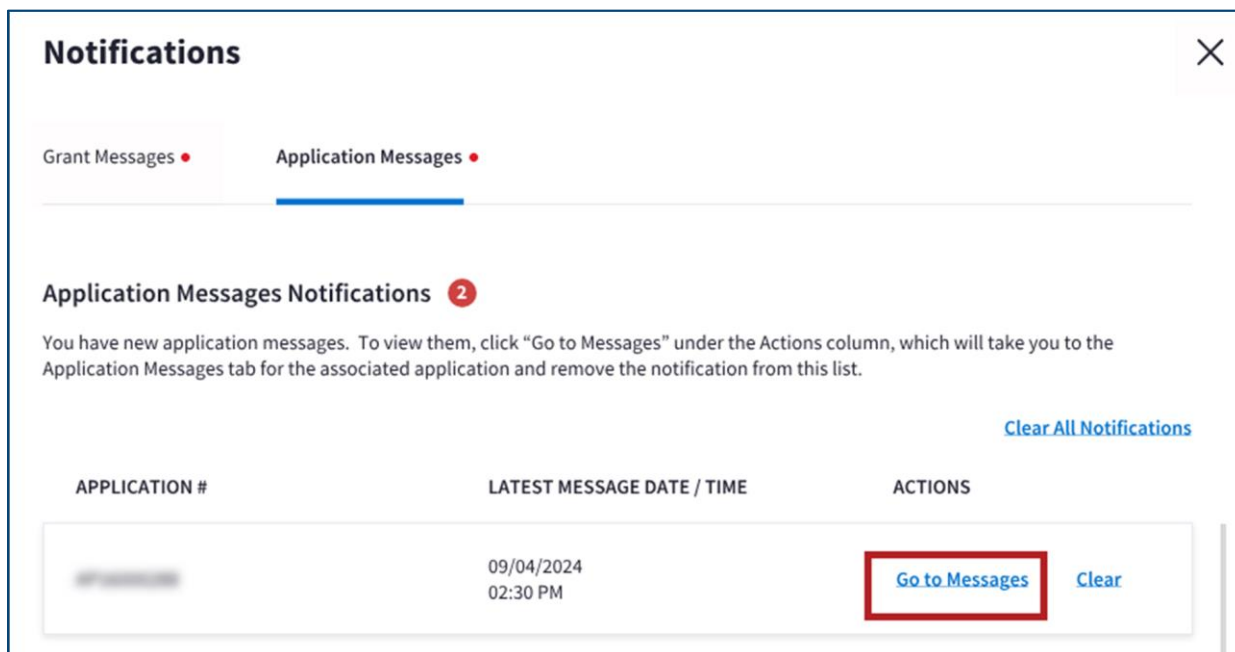
Clear All Notifications

APPLICATION #	LATEST MESSAGE DATE / TIME	ACTIONS
	09/04/2024 02:30 PM	Go to Messages Clear

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

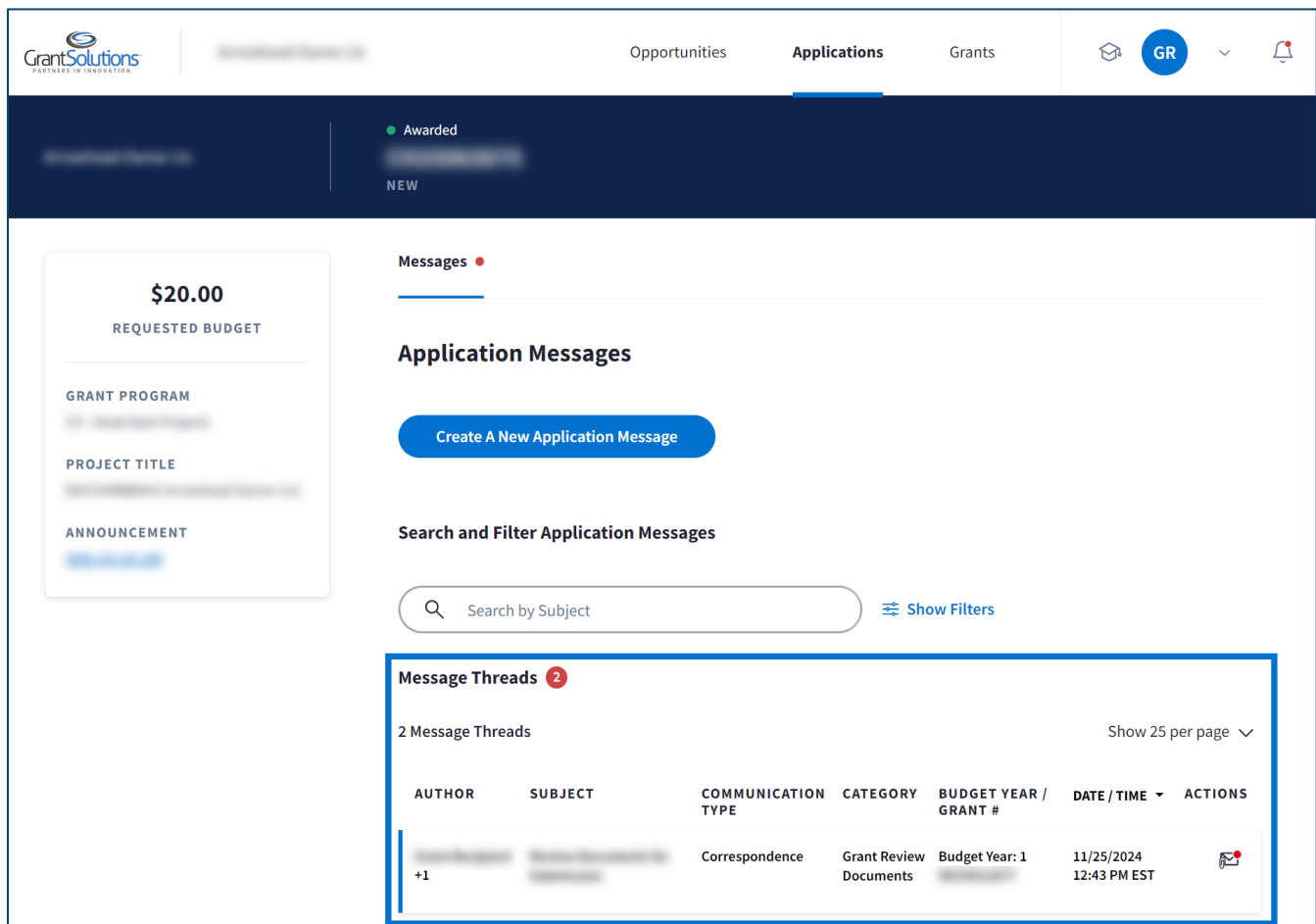


- Click the **Go to Messages** link in the *Actions* column to view an application message for the associated application.



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. Recipients 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 tabs for Opportunities, Applications (selected), and Grants. A user profile icon with 'GR' and a notification bell are on the right. Below the navigation bar, a dark blue header contains a 'NEW' button. The main content area is divided into a left sidebar and a right main panel. The sidebar shows a 'REQUESTED BUDGET' of \$20.00 and sections for GRANT PROGRAM, PROJECT TITLE, and ANNOUNCEMENT. The main panel has a 'Messages' section with a red dot, followed by 'Application Messages' and a 'Create A New Application Message' button. Below this is a 'Search and Filter Application Messages' section with a search bar and a 'Show Filters' link. The 'Message Threads' section is highlighted with a red border and shows 2 message threads. It includes a table with columns: AUTHOR, SUBJECT, COMMUNICATION TYPE, CATEGORY, BUDGET YEAR / GRANT #, DATE / TIME, and ACTIONS. The first row shows a message from '+1' with subject 'Grant Review Documents', communication type 'Correspondence', category 'Grant Review Documents', budget year 'Budget Year: 1', and date '11/25/2024 12:43 PM EST'. A 'Show 25 per page' dropdown is in the top right of the table.

Message Threads 2

2 Message Threads Show 25 per page

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	