

## TOPIC GUIDE: GRANT FILES

**Audience:** Grantors (All Roles)

### PURPOSE:

To instruct users on how to navigate Grant Files, which helps with easily accessing, uploading, and downloading grant file data; managing active grants within the system; and organizing grant artifacts.

### GRANT FILES KEY POINTS:

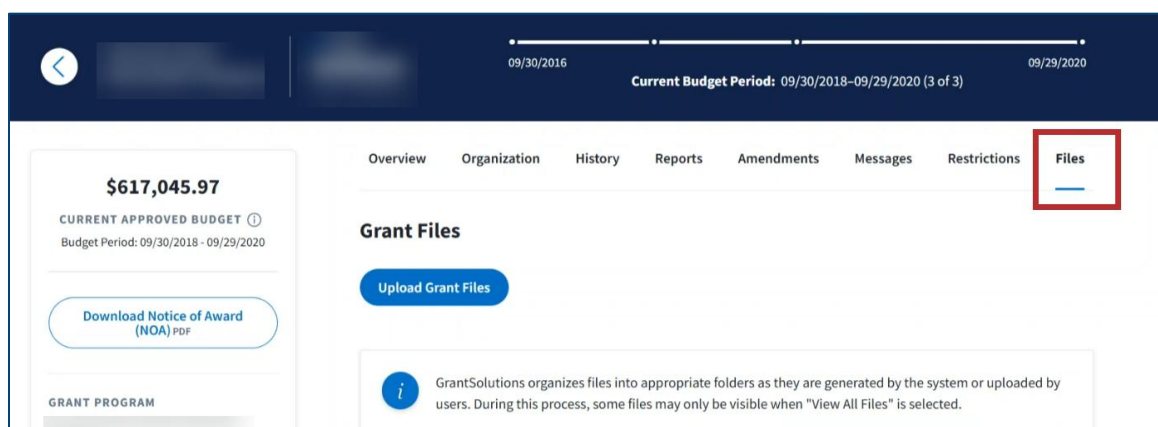
Grant Files has five primary functionalities:

- **Upload Grant Files:** Submit and organize grant file attachments for upload.
- **Download Grant Files:** Download individual grant files, grant files in bulk, or folders in various ways.
- **Search:** Search a file by *File Name*.
- **Filter:** Filter a file by *Budget Period*, *Date Uploaded*, and *Uploaded By*.
- **View All Files:** View all files associated with a grant project.

### GRANT FILES:

1. Click the **Files** tab to navigate to the “Grant Files” screen.

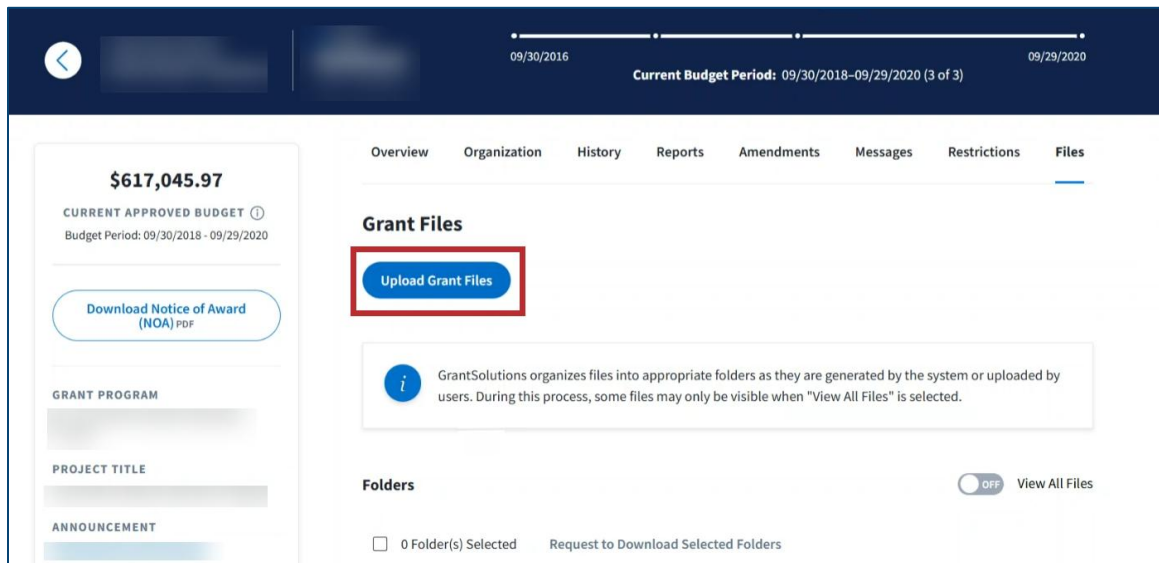
**Note:** For more information on how to navigate to the “Grant Files” screen, please refer to the “Quick Sheet: Grant Details”.



## Grant File Uploads

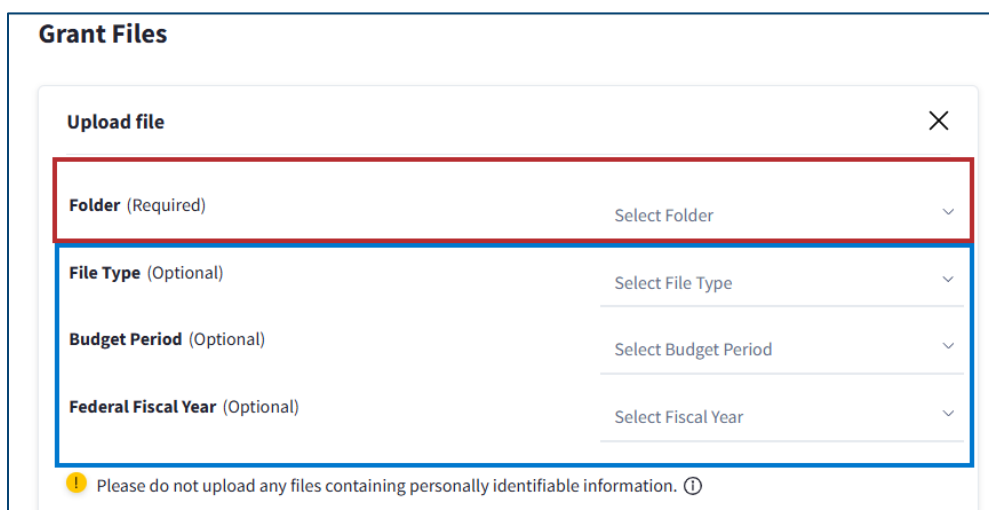
1. From the "Grant Files" screen, click the **Upload Grant Files** button.

**Note:** Users can upload grant files from the "Grant Files" screen or within a folder.



The screenshot shows the "Grant Files" screen in the GrantSolutions interface. At the top, there's a navigation bar with a back arrow, a user profile, and dates (09/30/2016 to 09/29/2020). Below this is a "Current Budget Period: 09/30/2018-09/29/2020 (3 of 3)" indicator. The main content area has a sidebar on the left with a budget amount of \$617,045.97, a "Download Notice of Award (NOA) PDF" button, and fields for "GRANT PROGRAM", "PROJECT TITLE", and "ANNOUNCEMENT". The main area has a "Grant Files" section with an "Upload Grant Files" button highlighted by a red box. Below this is an information box stating that GrantSolutions organizes files into folders. At the bottom, there's a "Folders" section with a "View All Files" toggle switch and a "Request to Download Selected Folders" button.

2. Click the **Folder** drop-down and select a **folder** option. If needed, enter optional information about the Grant File upload, which includes *File Type*, *Budget Period*, and *Federal Fiscal Year* drop-downs.



The screenshot shows the "Grant Files" upload form. It has a title "Grant Files" and a close button (X). The form is titled "Upload file" and contains four required fields: "Folder (Required)", "File Type (Optional)", "Budget Period (Optional)", and "Federal Fiscal Year (Optional)". Each field has a corresponding drop-down menu. The "Folder (Required)" field is highlighted with a red box, and the other three optional fields are grouped together with a blue box. At the bottom, there's a warning icon and text: "Please do not upload any files containing personally identifiable information. ⓘ".

- Click the **Choose Files to Upload** button or **drag and drop** the file to upload.

**Note:** Click the information icon for additional information about file names.

**Federal Fiscal Year** (Optional) Select Fiscal Year

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

ℹ Use agency naming conventions and best practices when naming files before uploading. ⓘ

↑

**Choose Files to Upload**

or drag and drop them here

You can upload up to 5 files. All files will be scanned for viruses. ⓘ

**Submit**

File names should follow any agency-specific guidelines and clearly describe the content.

Use a descriptive, short, unique, and consistently structured name. Example: `\Date_DescriptiveFileName_GrantNumber\`.

Include a standard date format (YYYY-MM-DD).

Avoid: Symbols like \$#%^!& (hyphens and underscores are acceptable). Repetitive words, abbreviations, or acronyms.

↑

Once a file has been uploaded successfully, the “File(s) uploaded successfully” message appears and the file appears with a green checkmark next to it.

✓ Test.pdf + Add Description ⓘ

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

ℹ Use agency naming conventions and best practices when naming files before uploading. ⓘ

↑

**Choose Files to Upload**

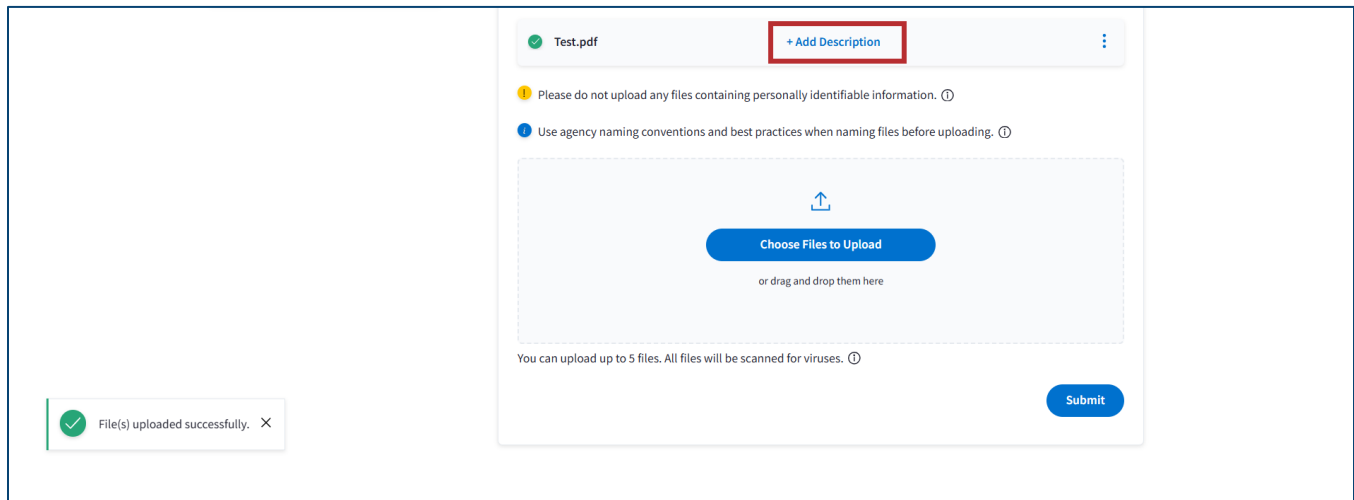
or drag and drop them here

You can upload up to 5 files. All files will be scanned for viruses. ⓘ

**Submit**

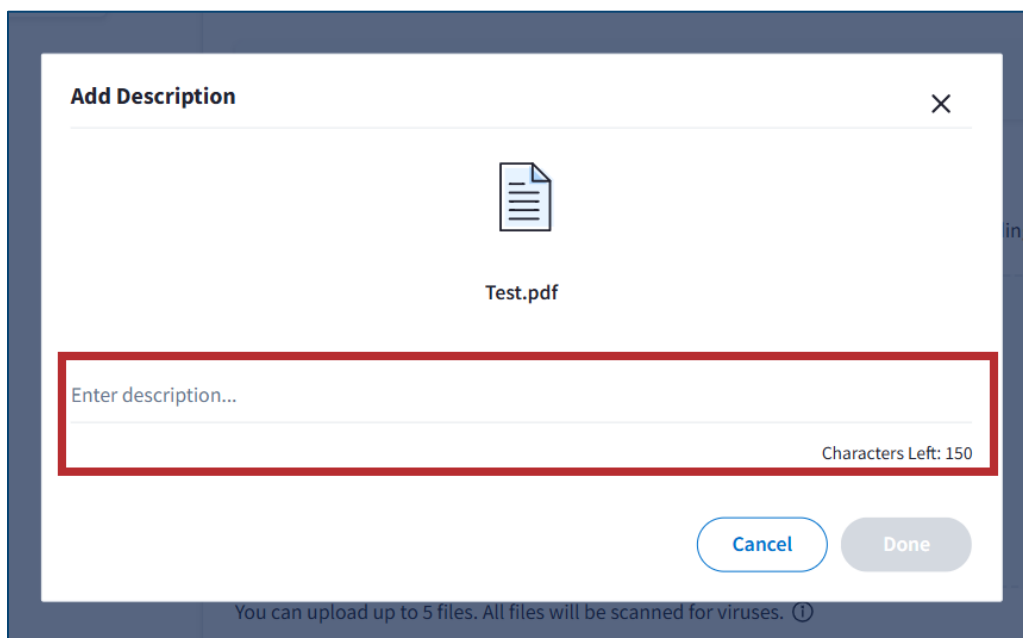
✓ File(s) uploaded successfully. ✕

4. After a file has been uploaded, click the **+ Add Description** hyperlink.



The screenshot shows the Grants Files upload interface. At the top, a file named "Test.pdf" is listed with a green checkmark icon. To its right is a red-bordered button labeled "+ Add Description". Below the file list, there are two informational messages: "Please do not upload any files containing personally identifiable information." and "Use agency naming conventions and best practices when naming files before uploading." Below these messages is a large dashed box containing an upload icon and the text "Choose Files to Upload" and "or drag and drop them here". At the bottom of the interface, there is a "Submit" button. A green notification box in the bottom left corner states "File(s) uploaded successfully." with a close button (X).

5. Enter a description, up to 150 characters.



The screenshot shows the "Add Description" modal. The modal has a title bar with "Add Description" and a close button (X). Inside the modal, there is a document icon and the text "Test.pdf". Below this is a text input field with the placeholder text "Enter description...". To the right of the input field, it says "Characters Left: 150". At the bottom of the modal, there are two buttons: "Cancel" and "Done". A footer message at the bottom of the modal states "You can upload up to 5 files. All files will be scanned for viruses."

6. After entering the file description, click the **Done** button.

The “Description added successfully” message appears.

- Once all required information has been entered and the document has been uploaded, click the **Submit** button.

Description added successfully.

Test.pdf
This is a file being uploaded.

Please do not upload any files containing personally identifiable information.

Use agency naming conventions and best practices when naming files before uploading.

Choose Files to Upload
or drag and drop them here

You can upload up to 5 files. All files will be scanned for viruses.

The grant file appears in the associated file folder.

\$615,185.45

CURRENT APPROVED BUDGET

Budget Period: 09/30/2018 - 09/29/2020

Download Notice of Award (NOA) PDF

GRANT PROGRAM

PROJECT TITLE

ANNOUNCEMENT

File(s) submitted successfully.

Overview
Organization
History
Reports
Amendments
Messages
Restrictions
Files

All Folders > Post-Award Folder

Post-Award

Upload Grant Files

Search and Filter Grant Files

Search by File Name
Show Filters

1 Grant File Found
Show per page: 25 50 100 150

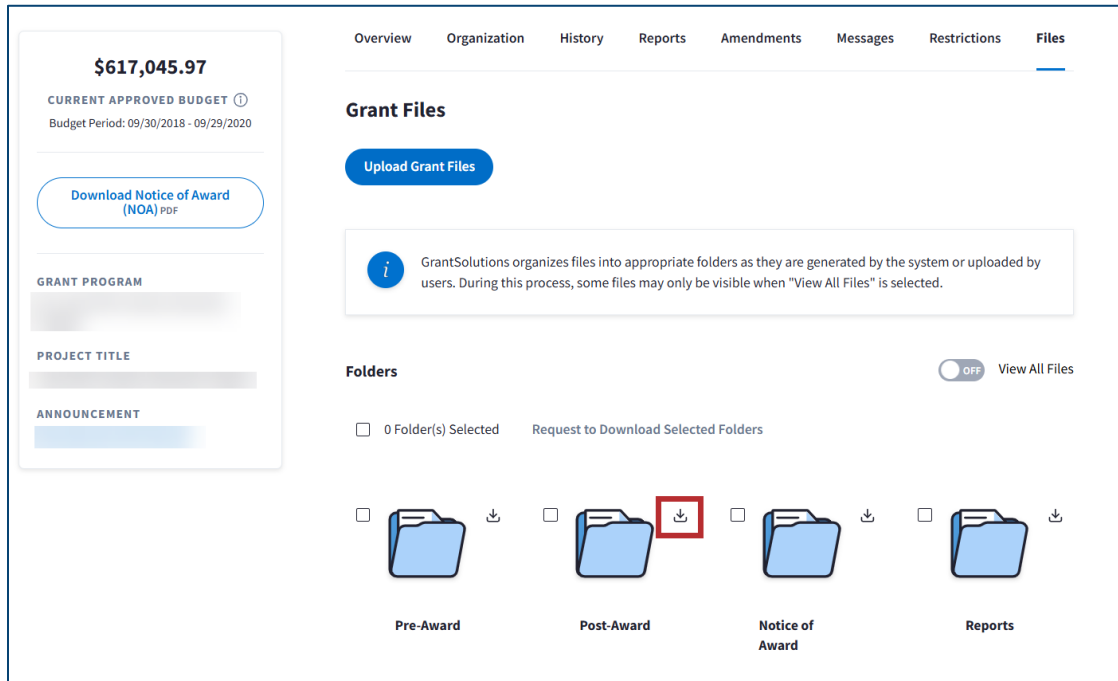
0 Results Selected
Request to Download Selected File(s)

FILE NAME	BUDGET PERIOD	FEDERAL FY	UPLOADED BY	DATE UPLOADED
<input type="checkbox"/> Test.pdf <a href="#">Read Description</a>	Not Specified	Not Specified	TBrockett	06/09/2025

6

## Grant File Downloads

1. To download grant files, either:
  - a. Click the **download** icon.



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

**\$617,045.97**  
CURRENT APPROVED BUDGET ⓘ  
Budget Period: 09/30/2018 - 09/29/2020

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

GRANT PROGRAM  
PROJECT TITLE  
ANNOUNCEMENT









**Grant Files**

[Upload Grant Files](#)

*i* GrantSolutions organizes files into appropriate folders as they are generated by the system or uploaded by users. During this process, some files may only be visible when "View All Files" is selected.

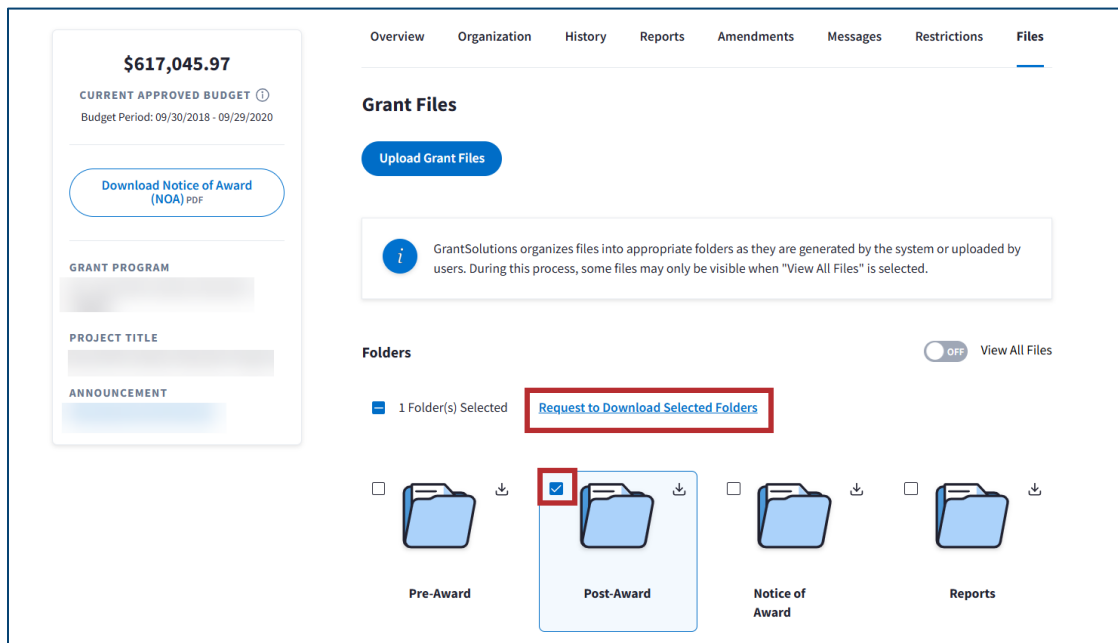
**Folders** OFF View All Files

☐ 0 Folder(s) Selected [Request to Download Selected Folders](#)

☐   ☐   ☐   ☐  

Pre-Award Post-Award Notice of Award Reports

- b. Click the **checkmark**. Then, click the **Request to Download Selected Folders** link.



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

**\$617,045.97**  
CURRENT APPROVED BUDGET ⓘ  
Budget Period: 09/30/2018 - 09/29/2020

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

GRANT PROGRAM  
PROJECT TITLE  
ANNOUNCEMENT









**Grant Files**

[Upload Grant Files](#)

*i* GrantSolutions organizes files into appropriate folders as they are generated by the system or uploaded by users. During this process, some files may only be visible when "View All Files" is selected.

**Folders** OFF View All Files

☒ 1 Folder(s) Selected [Request to Download Selected Folders](#)

☐   ☒   ☐   ☐  

Pre-Award Post-Award Notice of Award Reports

- c. Click within a folder. Then, click the **download** icon next to an individual file.

[All Folders](#) > [Notice of Award Folder](#)


### Notice of Award

Search and Filter Grant Files

[Show Filters](#)

13 Grant Files Found | Show per page: [25](#) 50 100 150

0 Results Selected [Request to Download Selected File\(s\)](#)

<input type="checkbox"/> FILE NAME	UPLOADED BY	DATE UPLOADED	FILE TYPE	ACTIONS
<input type="checkbox"/> NOA_90SR0020-01-01.pdf <a href="#">Read Description</a>	GrantSolutions Entity	12/20/2017	Not Specified	

- d. Click within a folder. Then, click the **checkbox** next to multiple files and click the **Request to Download Selected Files** link.

[All Folders](#) > [Notice of Award Folder](#)



### Notice of Award

Search and Filter Grant Files

[Show Filters](#)

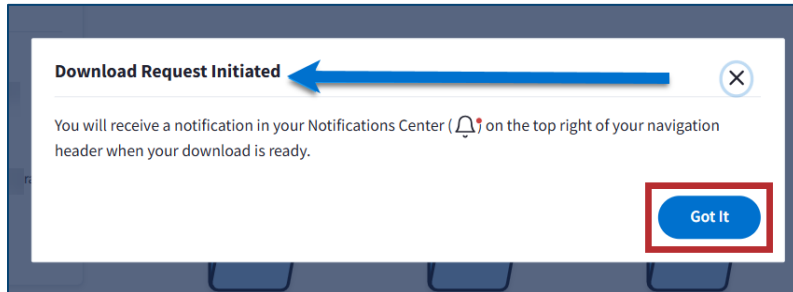
13 Grant Files Found | Show per page: [25](#) 50 100 150

2 Results Selected [Request to Download Selected File\(s\)](#)

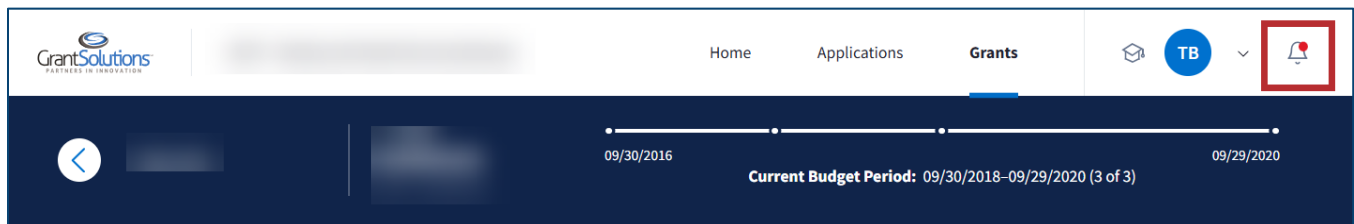
<input type="checkbox"/> FILE NAME	UPLOADED BY	DATE UPLOADED	FILE TYPE	ACTIONS
<input checked="" type="checkbox"/> NOA_90SR0020-01-01.pdf <a href="#">Read Description</a>	GrantSolutions Entity	12/20/2017	Not Specified	
<input checked="" type="checkbox"/> NOA_90SR0020-02-00.pdf <a href="#">Read Description</a>	GrantSolutions Entity	12/21/2017	Not Specified	



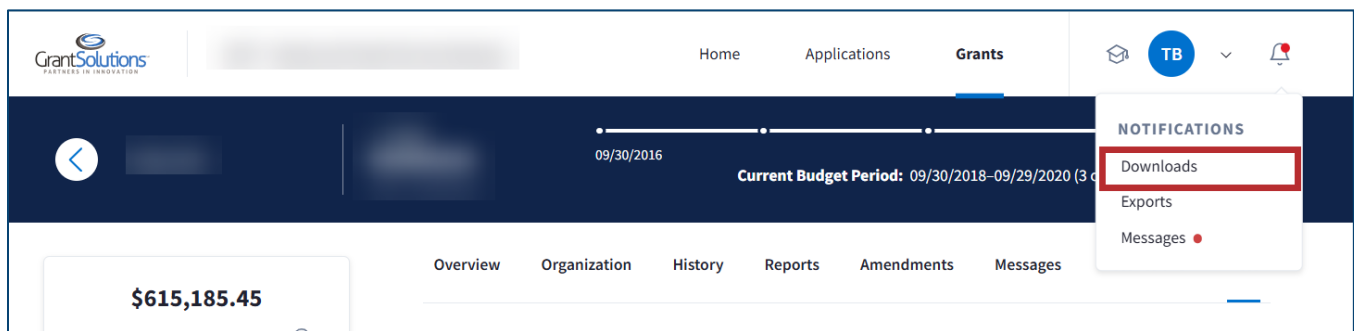
- Once file(s) are downloaded, a message will appear stating that a notification will be available in the Notification Center when the download is ready. Click the **Got It** button.



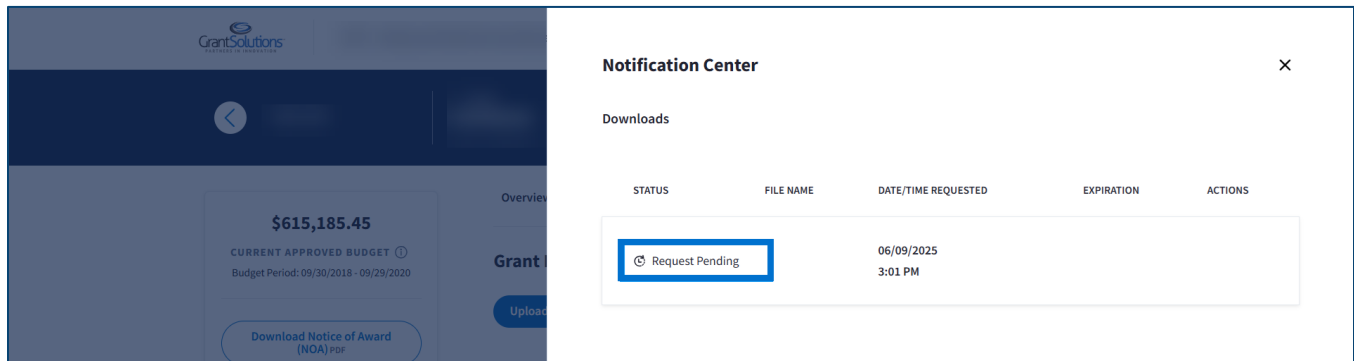
- Click the **Notification Center** icon.



- The Notifications drop-down appears. Click **Downloads** option.



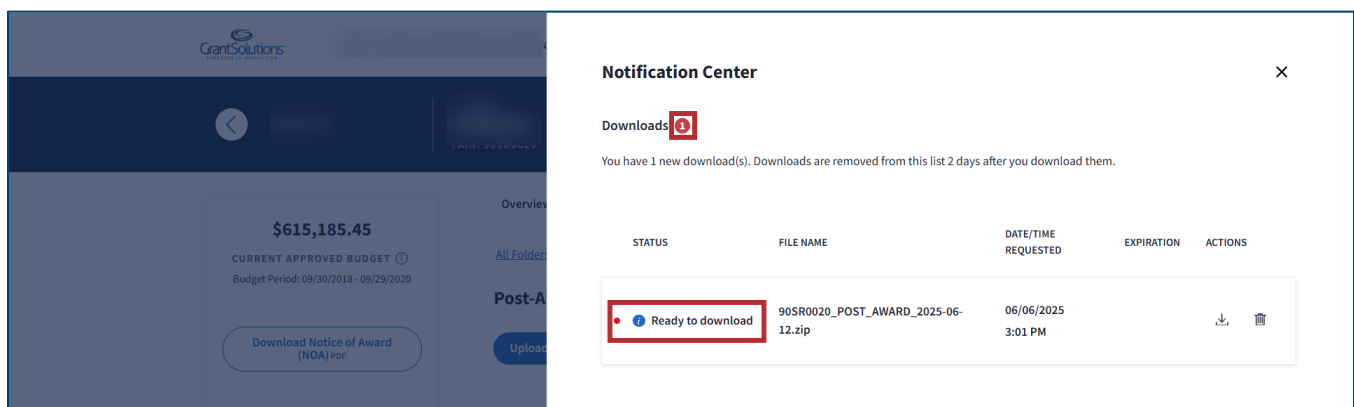
Initially, the download request status will say “Request Pending”.



The screenshot shows the GrantSolutions interface with a 'Notification Center' overlay. The 'Downloads' section contains a table with the following data:

STATUS	FILE NAME	DATE/TIME REQUESTED	EXPIRATION	ACTIONS
Request Pending		06/09/2025 3:01 PM		

- Following a system scan, the download status will change to *Ready to Download*, and the file(s) can be downloaded by clicking the **download** icon in the *Actions* column.



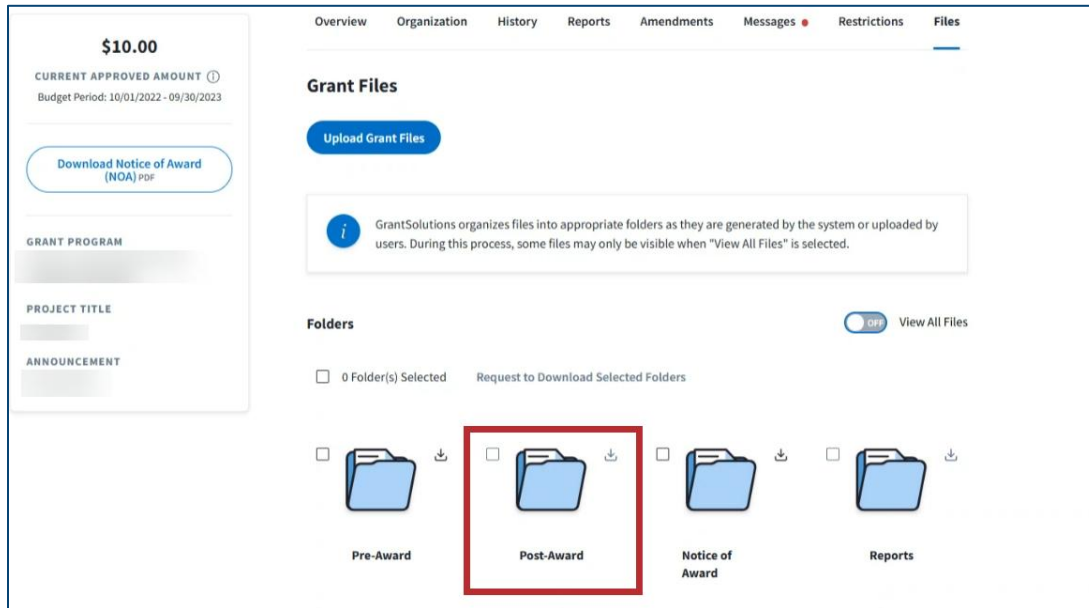
The screenshot shows the GrantSolutions interface with a 'Notification Center' overlay. The 'Downloads' section contains a table with the following data:

STATUS	FILE NAME	DATE/TIME REQUESTED	EXPIRATION	ACTIONS
Ready to download	90SR0020_POST_AWARD_2025-06-12.zip	06/06/2025 3:01 PM		Download icon, Delete icon

## Search & Filter

1. To search and filter your grant files, click on a **grant file folder**.

**Note:** You can search with the *View All Files* button toggled on or off.



**\$10.00**  
CURRENT APPROVED AMOUNT ⓘ  
Budget Period: 10/01/2022 - 09/30/2023

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

GRANT PROGRAM  
PROJECT TITLE  
ANNOUNCEMENT





**Grant Files**

[Upload Grant Files](#)

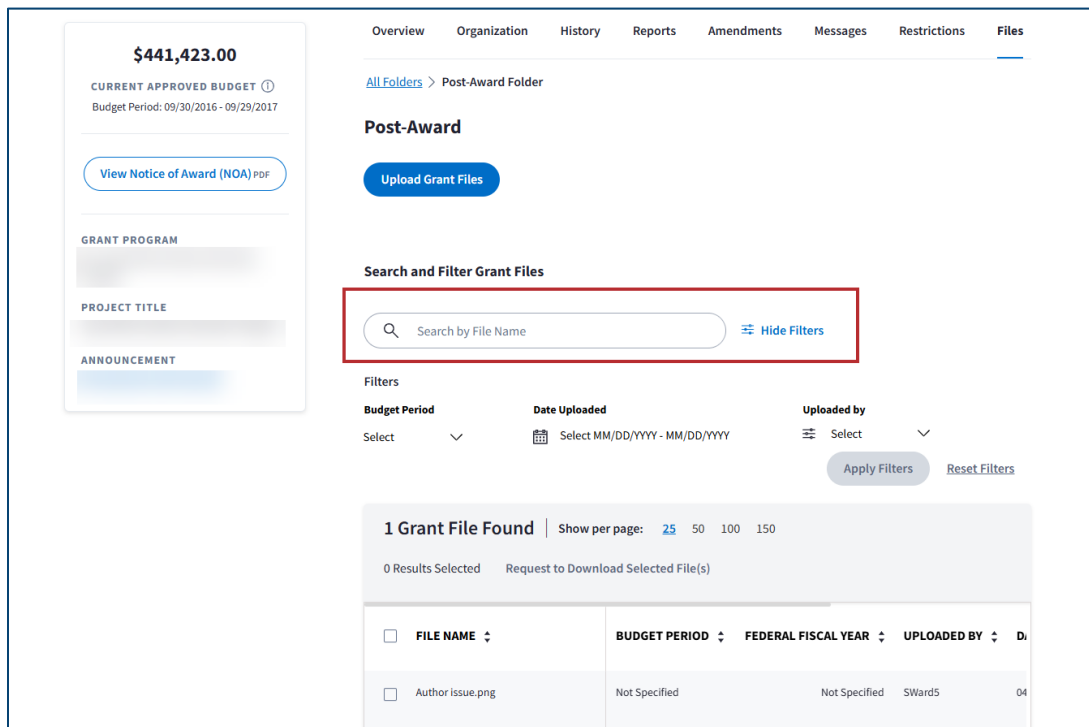
*i* GrantSolutions organizes files into appropriate folders as they are generated by the system or uploaded by users. During this process, some files may only be visible when "View All Files" is selected.

**Folders** OFF View All Files

☐ 0 Folder(s) Selected [Request to Download Selected Folders](#)

☐  **Pre-Award** ☐  **Post-Award** ☐  **Notice of Award** ☐  **Reports**

2. Search existing grant files by **file name**.



**\$441,423.00**  
CURRENT APPROVED BUDGET ⓘ  
Budget Period: 09/30/2016 - 09/29/2017

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

GRANT PROGRAM  
PROJECT TITLE  
ANNOUNCEMENT

**Post-Award**




[Upload Grant Files](#)

**Search and Filter Grant Files**

[Hide Filters](#)

**Filters**

**Budget Period** **Date Uploaded** **Uploaded by**

Select  Select MM/DD/YYYY - MM/DD/YYYY  Select 

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

**1 Grant File Found** | Show per page: [25](#) [50](#) [100](#) [150](#)

☐ 0 Results Selected [Request to Download Selected File\(s\)](#)

<input type="checkbox"/> FILE NAME	BUDGET PERIOD	FEDERAL FISCAL YEAR	UPLOADED BY	D
<input type="checkbox"/> Author issue.png	Not Specified	Not Specified	SWard5	04

- Filter existing grant files by **Budget Period, Date Uploaded, or Uploaded by (author)** and click the **Apply Filters** button.

\$441,423.00

CURRENT APPROVED BUDGET ⓘ

Budget Period: 09/30/2016 - 09/29/2017

View Notice of Award (NOA) PDF

GRANT PROGRAM

PROJECT TITLE

ANNOUNCEMENT

OverviewOrganizationHistoryReportsAmendmentsMessagesRestrictionsFiles

All Folders > Post-Award Folder

Post-Award

Upload Grant Files

Search and Filter Grant Files

Search by File Name

Hide Filters

Filters

Budget Period

Select

▼

Date Uploaded

Select MM/DD/YYYY - MM/DD/YYYY

▼

Uploaded by

Select

▼

Apply Filters

Reset Filters

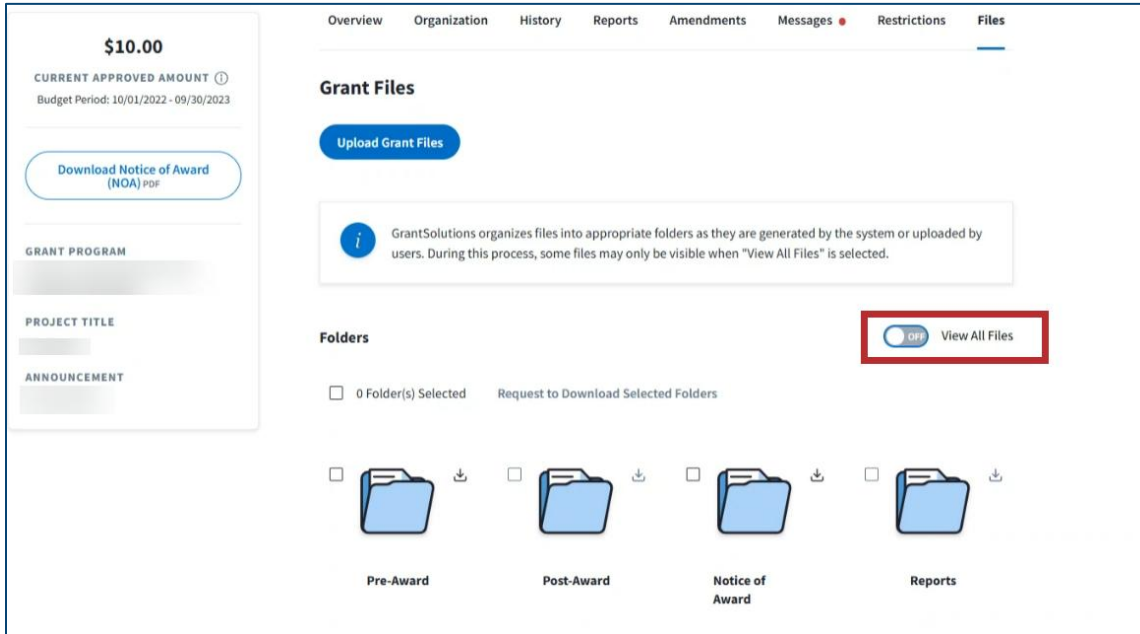
1 Grant File Found | Show per page: 25 50 100 150

0 Results Selected Request to Download Selected File(s)

<input type="checkbox"/> FILE NAME ⌵	BUDGET PERIOD ⌵	FEDERAL FISCAL YEAR ⌵	UPLOADED BY ⌵	D.
<input type="checkbox"/> Author issue.png	Not Specified	Not Specified	SWard5	04

## View All Files

1. To view all files associated with a grant project, click the **View All Files** toggle.



The screenshot displays the 'Grant Files' section of the GrantSolutions application. On the left sidebar, there is a summary of the grant project, including the current approved amount of \$10.00, the budget period (10/01/2022 - 09/30/2023), and a button to download the Notice of Award (NOA) PDF. The main content area features a navigation bar with tabs for Overview, Organization, History, Reports, Amendments, Messages, Restrictions, and Files. Below the navigation bar, the 'Grant Files' section includes an 'Upload Grant Files' button and an informational message stating that GrantSolutions organizes files into folders. A 'View All Files' toggle switch is highlighted with a red box, indicating it is currently turned off. Below the toggle, there is a section for 'Folders' showing four folders: Pre-Award, Post-Award, Notice of Award, and Reports. Each folder has a checkbox and a download icon.

**\$10.00**  
CURRENT APPROVED AMOUNT ⓘ  
Budget Period: 10/01/2022 - 09/30/2023

Download Notice of Award (NOA) PDF

GRANT PROGRAM  
PROJECT TITLE  
ANNOUNCEMENT

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









**Grant Files**

Upload Grant Files

GrantSolutions organizes files into appropriate folders as they are generated by the system or uploaded by users. During this process, some files may only be visible when "View All Files" is selected.

**Folders**

☐ 0 Folder(s) Selected Request to Download Selected Folders

☐   ☐   ☐   ☐  

Pre-Award Post-Award Notice of Award Reports

☐ View All Files

2. This will populate a table with all the Grant Files. From here, users can download files by either:
  - a. Clicking the **download icon** for the file.

Download Notice of Award (NOA) PDF

GRANT PROGRAM

PROJECT TITLE

ANNOUNCEMENT

Upload Grant Files

Search and Filter Grant Files

ON

View All Files



Search by File Name

Show Filters

19 Grant Files Found

Show per page: 25 50 100 150

0 Results Selected Request to Download Selected File(s)

<input type="checkbox"/> FILE NAME	SOURCE	DATE UPLOADED	FILE TYPE	ACTIONS
<input type="checkbox"/> Author issue.png	GrantSolutions Entity	Not Specified	Not Specified	
<input type="checkbox"/> NOA_90SR0020-01-01.pdf <a href="#">Read Description</a>	GrantSolutions Entity	12/20/2017	Not Specified	

- b. Clicking the **checkbox** next to a file, then clicking the **“Request to Download Selected File(s)”** hyperlink.









PROJECT TITLE

ANNOUNCEMENT

19 Grant Files Found

Show per page: 25 50 100 150






1 Results Selected [Request to Download Selected File\(s\)](#)

<input checked="" type="checkbox"/> FILE NAME	SOURCE	DATE UPLOADED	FILE TYPE	ACTIONS
	Entity			
<input type="checkbox"/> application_test_1213232323234885.. <a href="#">Show More</a>	GrantSolutions Entity	09/17/2024	Not Specified	
<input type="checkbox"/> application_34.msg	GrantSolutions Entity	09/17/2024	Not Specified	
<input type="checkbox"/> Testing with excel to upload .xlsx	GrantSolutions Entity	09/18/2024	Not Specified	
<input type="checkbox"/> ACFrOgBlj9JHUS8SinBIGOV7gzHdnygl S7.. <a href="#">Show More</a>	GrantSolutions Entity	11/01/2024	Not Specified	
<input type="checkbox"/> Testing with excel to upload .xlsx <a href="#">Read Description</a>	GrantSolutions Entity	11/01/2024	Not Specified	
<input checked="" type="checkbox"/> Author.png	Grant Files	05/06/2025	Technical Assistance	 

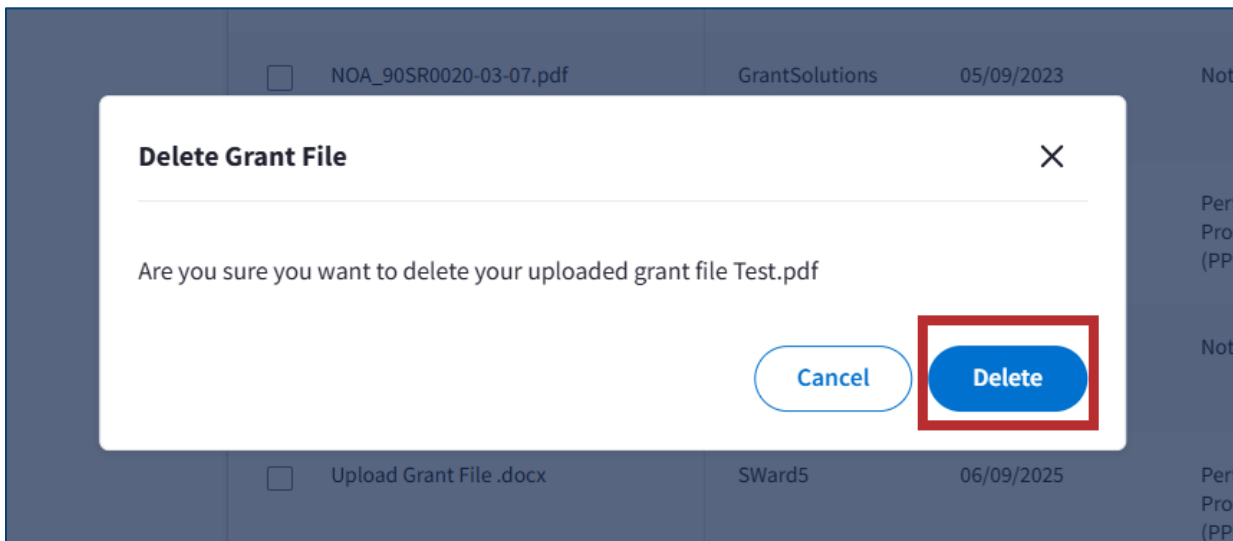
This will send a request to the Notification Center where the files will be available for download, pending a system scan.

- Files can be deleted by clicking the **Delete** icon.

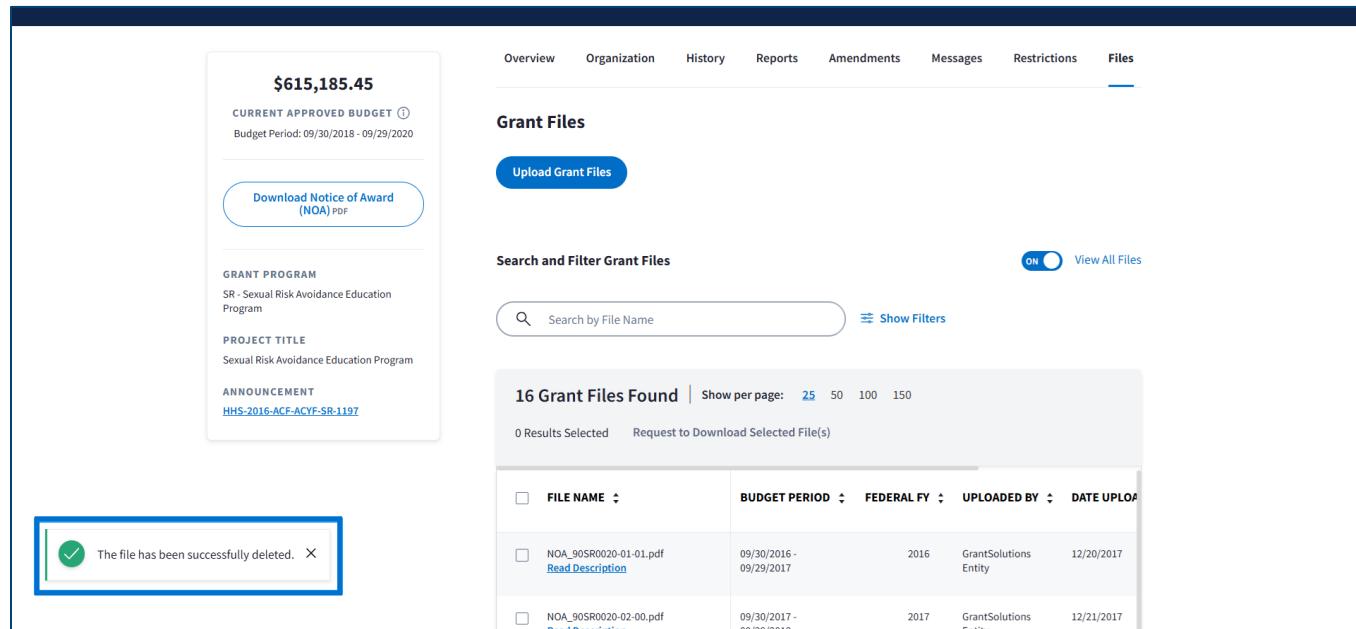
**Note:** Users can only delete files which they uploaded. If they did not upload the file, the *Delete* icon will not appear.

<input checked="" type="checkbox"/>	Author.png	Grant Files	05/06/2025	Technical Assistance		
<input type="checkbox"/>	Upload Grant File .docx	Grant Files	05/06/2025	Site Visit		
<input type="checkbox"/>	Author.png	Grant Files	06/11/2025	Performance Progress Report (PPR)		

- Upon clicking the *Delete* button, the *Delete Grant File* window appears asking for confirmation to delete the file. To continue, click the **Delete** button.



“The file has been successfully deleted message” appears.



**\$615,185.45**  
CURRENT APPROVED BUDGET ⓘ  
Budget Period: 09/30/2018 - 09/29/2020

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

**GRANT PROGRAM**  
SR - Sexual Risk Avoidance Education Program

**PROJECT TITLE**  
Sexual Risk Avoidance Education Program

**ANNOUNCEMENT**  
[HHS-2016-ACF-ACYF-SR-1197](#)

**Grant Files**

[Upload Grant Files](#)

**Search and Filter Grant Files**

Search by File Name [Show Filters](#)

**16 Grant Files Found** | Show per page: 25 50 100 150

0 Results Selected | Request to Download Selected File(s)

FILE NAME	BUDGET PERIOD	FEDERAL FY	UPLOADED BY	DATE UPLOADED
<input type="checkbox"/> NOA_90SR0020-01-01.pdf <a href="#">Read Description</a>	09/30/2016 - 09/29/2017	2016	GrantSolutions Entity	12/20/2017
<input type="checkbox"/> NOA_90SR0020-02-00.pdf <a href="#">Read Description</a>	09/30/2017 - 09/29/2018	2017	GrantSolutions Entity	12/21/2017

The file has been successfully deleted. X

## FILE LOCATION:

The table below depicts a breakdown of where files are located within Grant Files.

**Note:** New files may get created and incorporated within a given folder.

File Location	Notes
Notice of Award Folder	
All Notice of Award Actions	The user does not have the ability to upload files to this folder.
Computation Sheets	
Report Folder	
Federal Financial Reports (FFR) & Performance Progress Reports (Post-Award Reports)	
Pre-Award Folder	
Application Attachments	For new applications, these will display in the Pre-Award folder.
Post Submission Attachments	
Funding Memo Attachments	
Post-Award Folder	
Application Attachments	For Non-Competing Continuations (NCCs), Closing Cost Assistance Grants (CCAs), Data Sharing Agreement Grants (DSAs), and Post-
Post-Submission Attachments	
Funding Memo Attachments	



File Location	Notes
	Award Amendments (PAAs), they will display in the Post-Award folder.
<b>Closeout</b>	
Final FFR & Final PPR	
<b>Grant Messages Attachment</b>	
All Grant Message Attachments	The user does not have ability to upload files to this folder.
<b>Risk Management</b>	
User Uploaded Files	