

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.

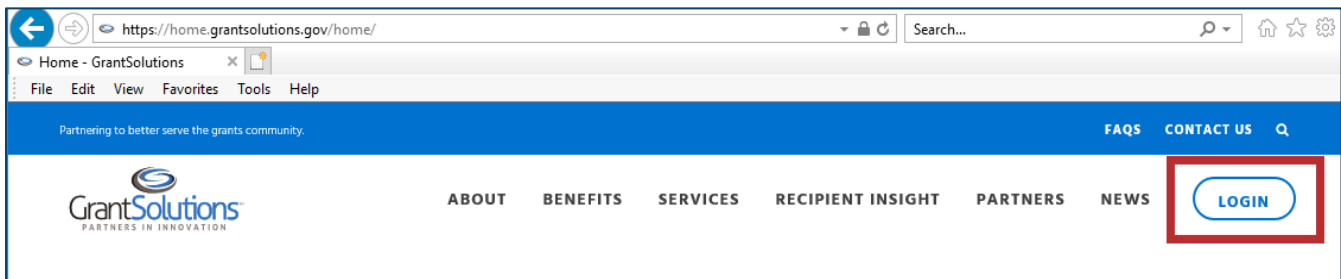
Note: Notifications (alerts and email notifications) do not apply to MGM grant messages. The recipient and grantor users should not receive email notifications or alerts in the notification center.

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

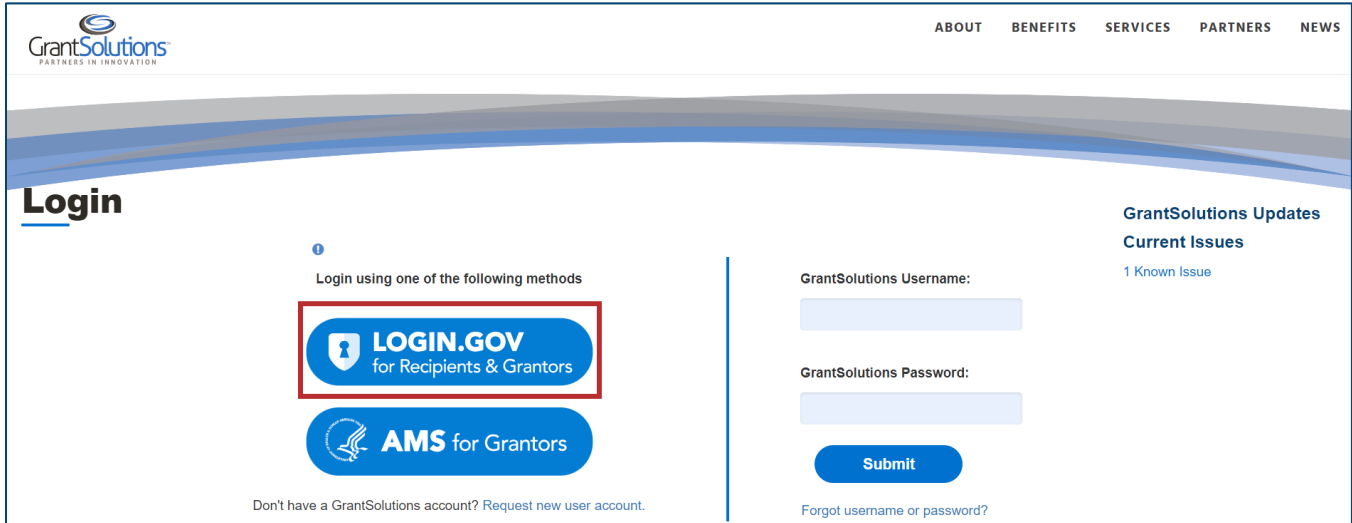
LOGIN

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

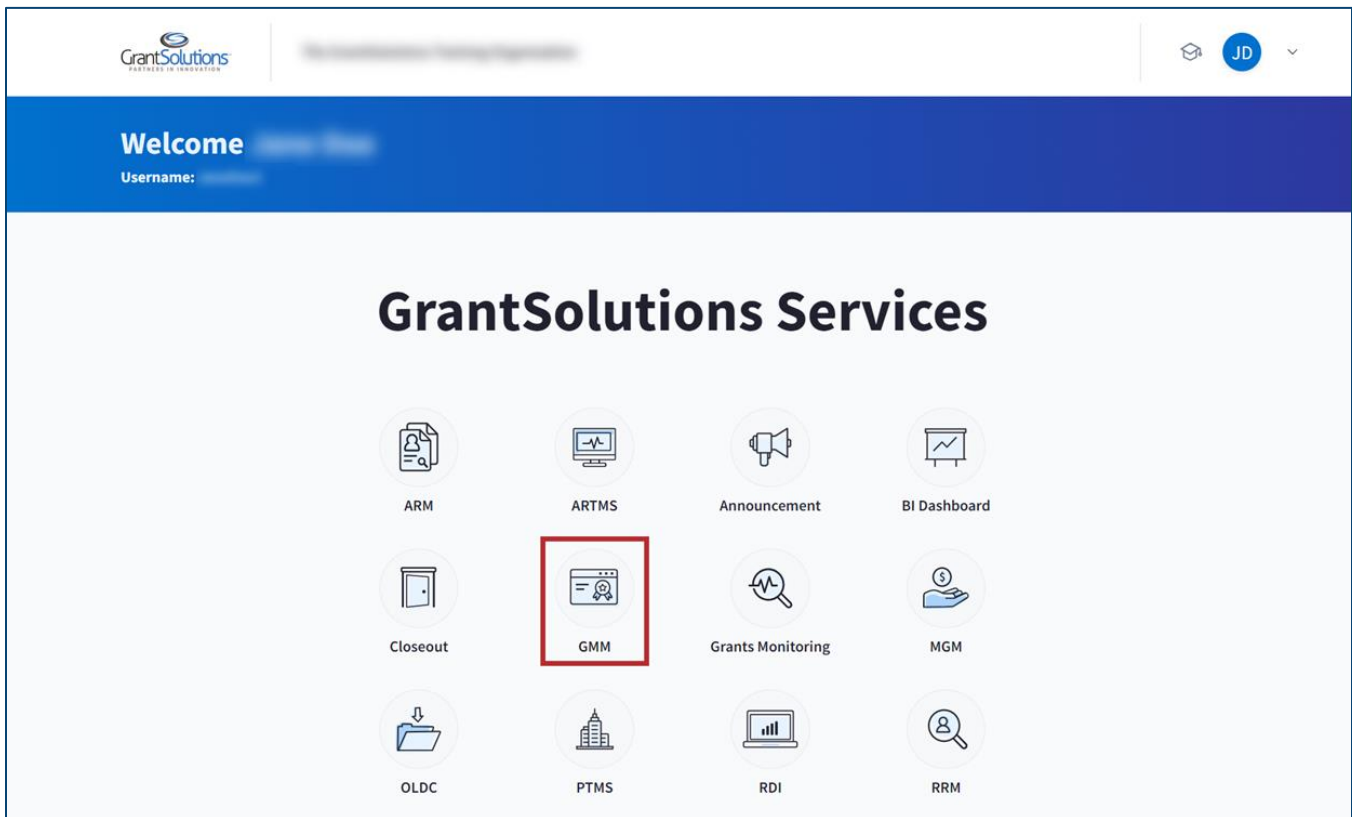
1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.



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

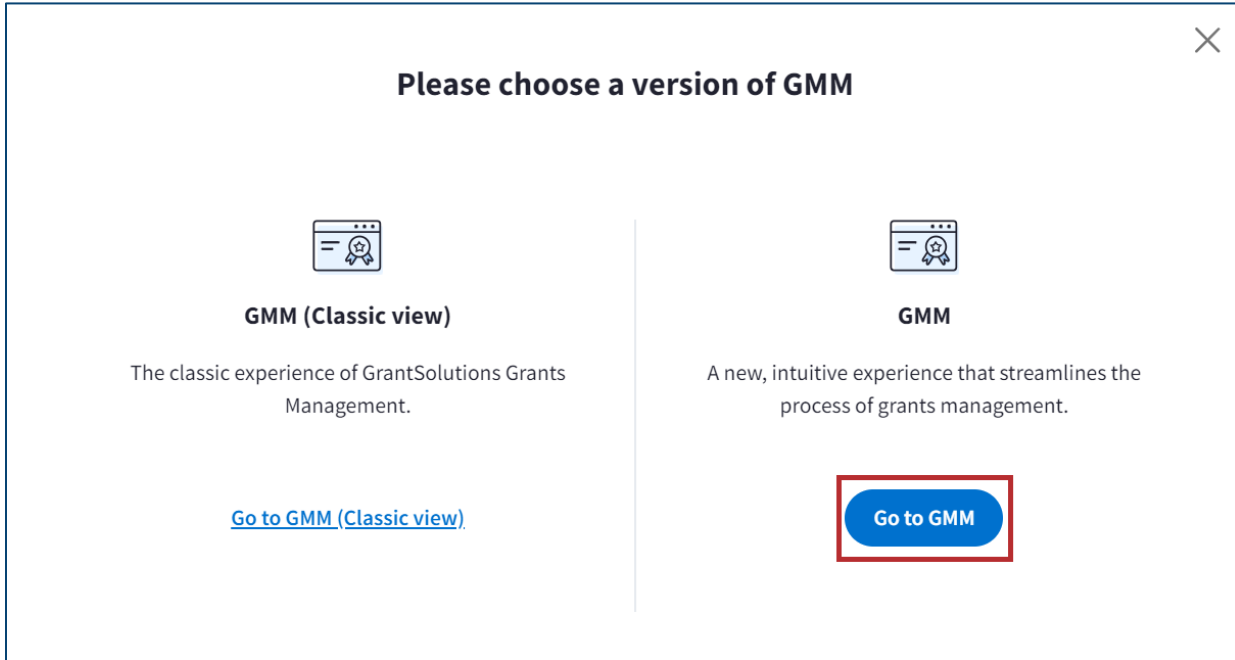


3. The “Homepage” appears. Click the **GMM** button.

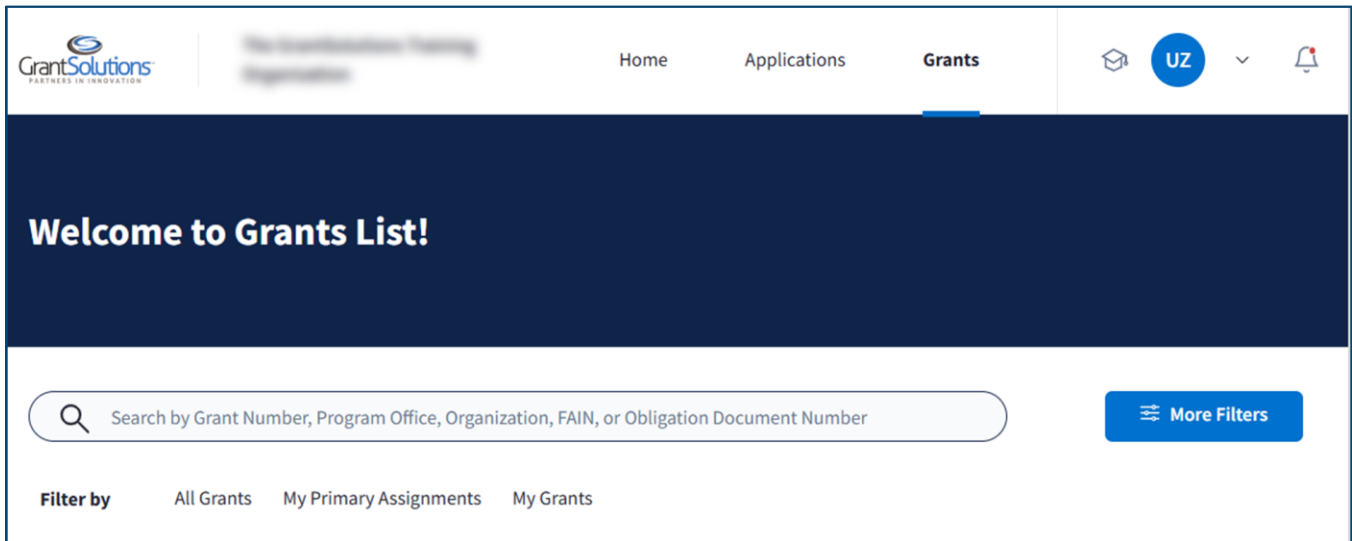


4. The “GMM Navigation” window appears. Click the **Go to GMM** button.

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



The “Grants List” screen appears.

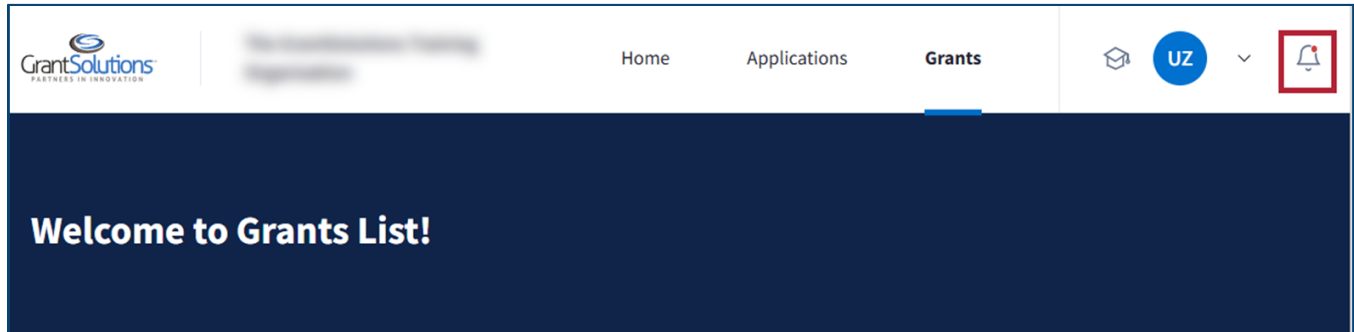


THE NOTIFICATION CENTER

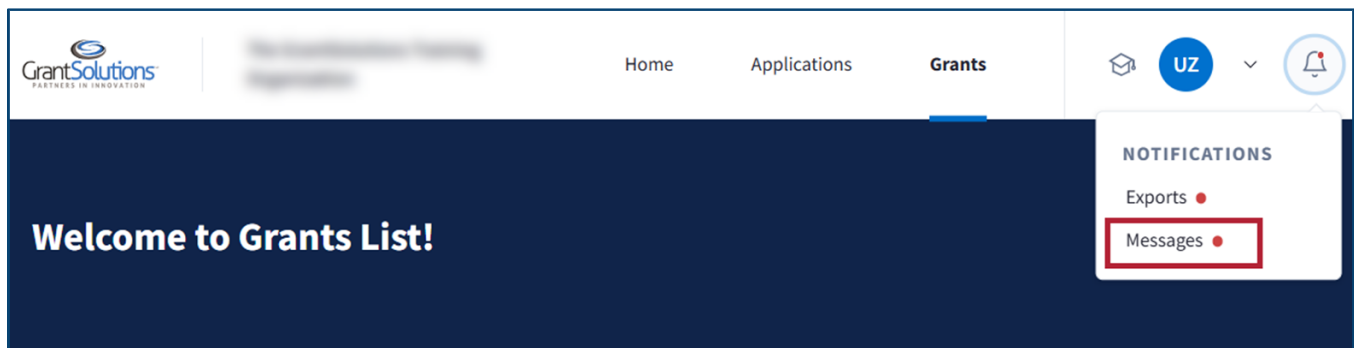
To access and perform tasks in the Notification Center, follow the steps below:

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.
- **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	Go to Messages Clear
██████████	11/07/2024 08:26 AM	Go to Messages Clear

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

Notifications

×

Grant Messages
Application Messages
Bulk Messages



No New Notifications

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

Notifications

×

Grant Messages ●
Application Messages ●
Bulk Messages ●

Grant Messages Notifications 33

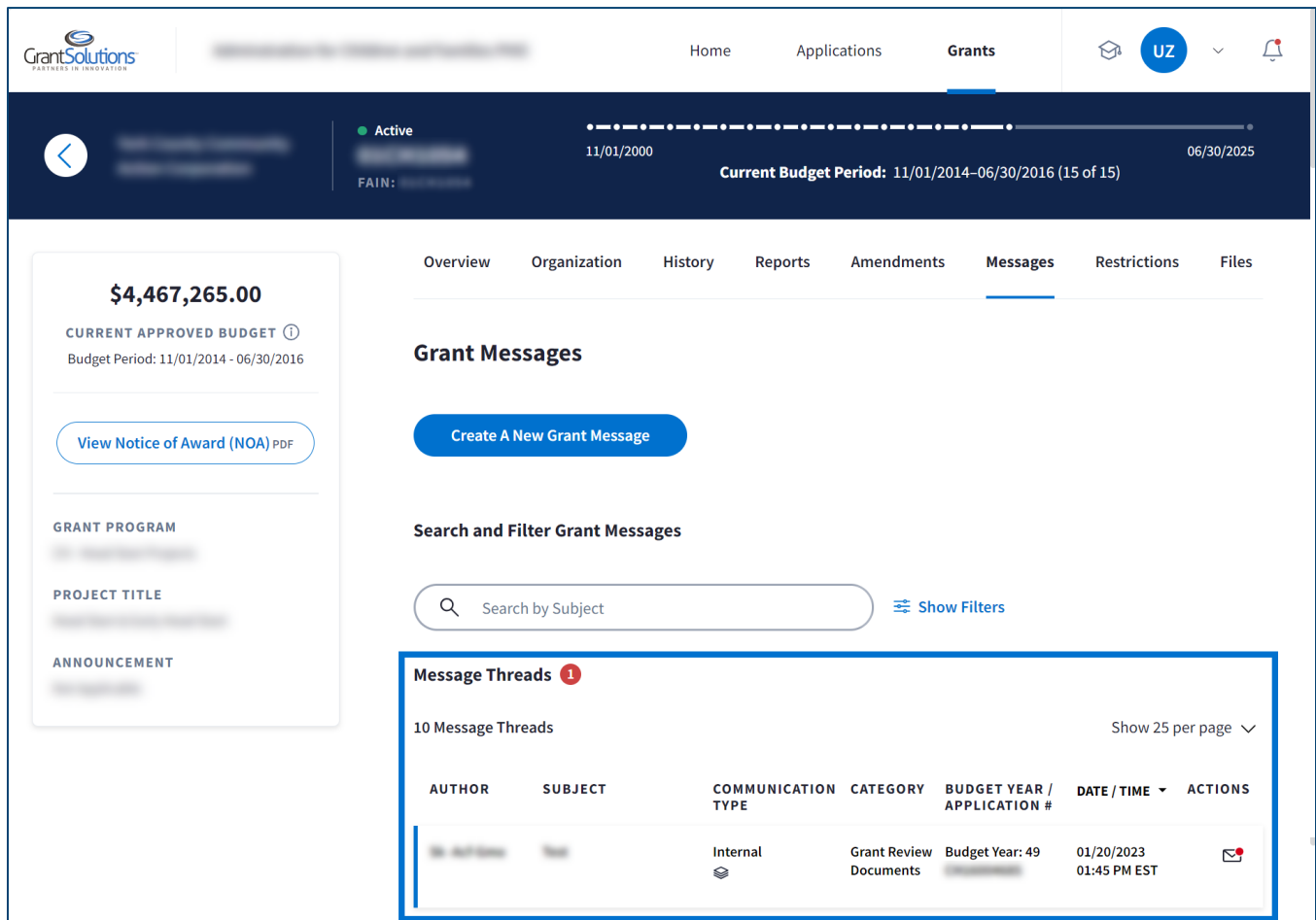
You have new grant messages. To view them, click "Go to Messages" under the Actions column, which will take you to the Grant Messages tab for the associated grant project and remove the notification from this list.

[Clear All Notifications](#)

GRANT#	LATEST MESSAGE DATE / TIME	ACTIONS
██████████	11/07/2024 10:08 AM	<div style="display: flex; gap: 10px;"> <div style="border: 2px solid #a52a2a; padding: 2px 5px; text-decoration: none; color: #0056b3; font-weight: bold;">Go to Messages</div> <div style="text-decoration: none; color: #0056b3;">Clear</div> </div>

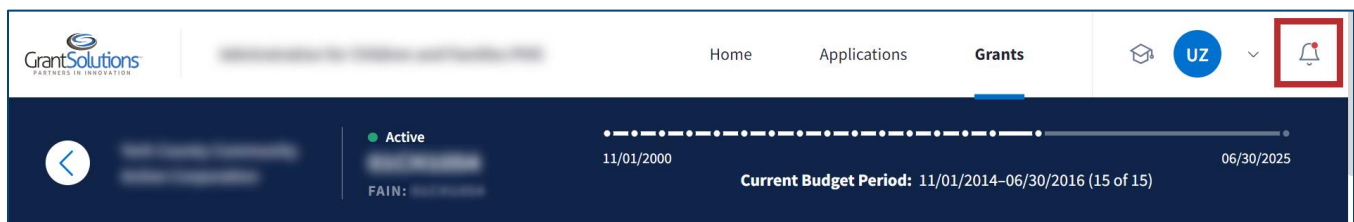
The “Grant Messages” screen appears, with a *Message Threads* results table below. Multiple grant messages and replies may appear in the *Message Threads* results table, with the most recent grant messages at the top. Upon selecting a grant message, it becomes read, and changing it back to unread is 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.



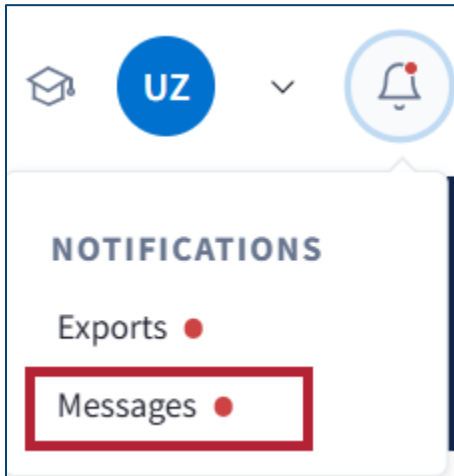
The screenshot shows the 'Grant Messages' interface. At the top, there is a navigation bar with 'Home', 'Applications', and 'Grants' (selected). A user profile 'UZ' and a notification bell icon are visible. Below the navigation bar, a dark blue header contains a progress indicator, the date '11/01/2000', and the 'Current Budget Period: 11/01/2014–06/30/2016 (15 of 15)'. The main content area has tabs for 'Overview', 'Organization', 'History', 'Reports', 'Amendments', 'Messages' (selected), 'Restrictions', and 'Files'. On the left, a sidebar displays the 'CURRENT APPROVED BUDGET' of \$4,467,265.00 for the budget period 11/01/2014 - 06/30/2016, along with a 'View Notice of Award (NOA) PDF' button and fields for 'GRANT PROGRAM', 'PROJECT TITLE', and 'ANNOUNCEMENT'. The main area features a 'Create A New Grant Message' button and a 'Search and Filter Grant Messages' section with a search box and 'Show Filters' link. A 'Message Threads' table is shown with 10 threads, displaying columns for Author, Subject, Communication Type, Category, Budget Year / Application #, Date / Time, and Actions. A red box highlights the notification bell icon in the top right corner of the screenshot.

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

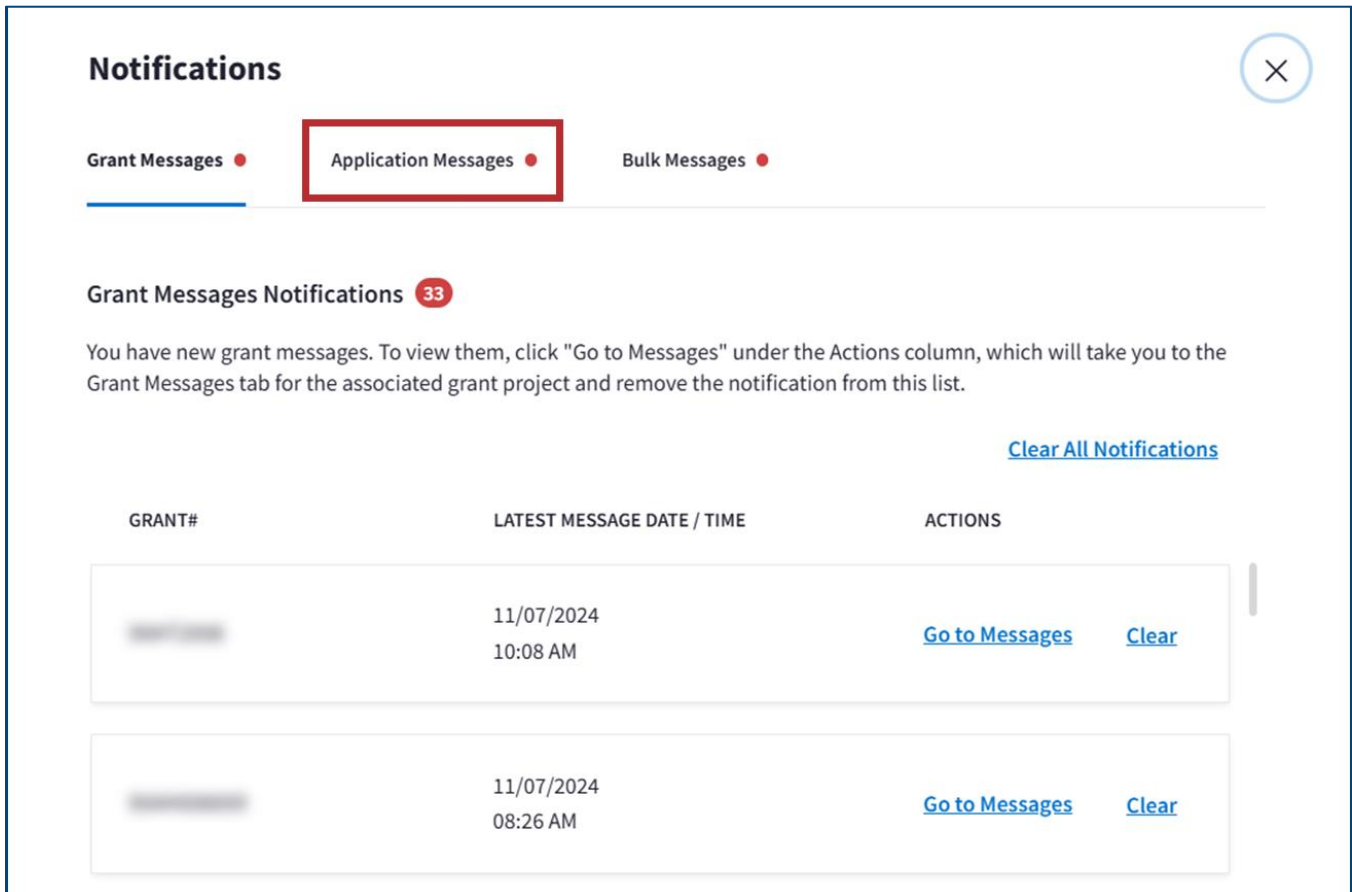


This close-up screenshot focuses on the top right corner of the navigation bar. It shows the user profile 'UZ' and a notification bell icon with a red dot, which is highlighted by a red square box. The rest of the navigation bar and the dark blue header below it are also visible, showing the 'Grants' tab and budget period information.

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



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



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 ●** Bulk Messages ●

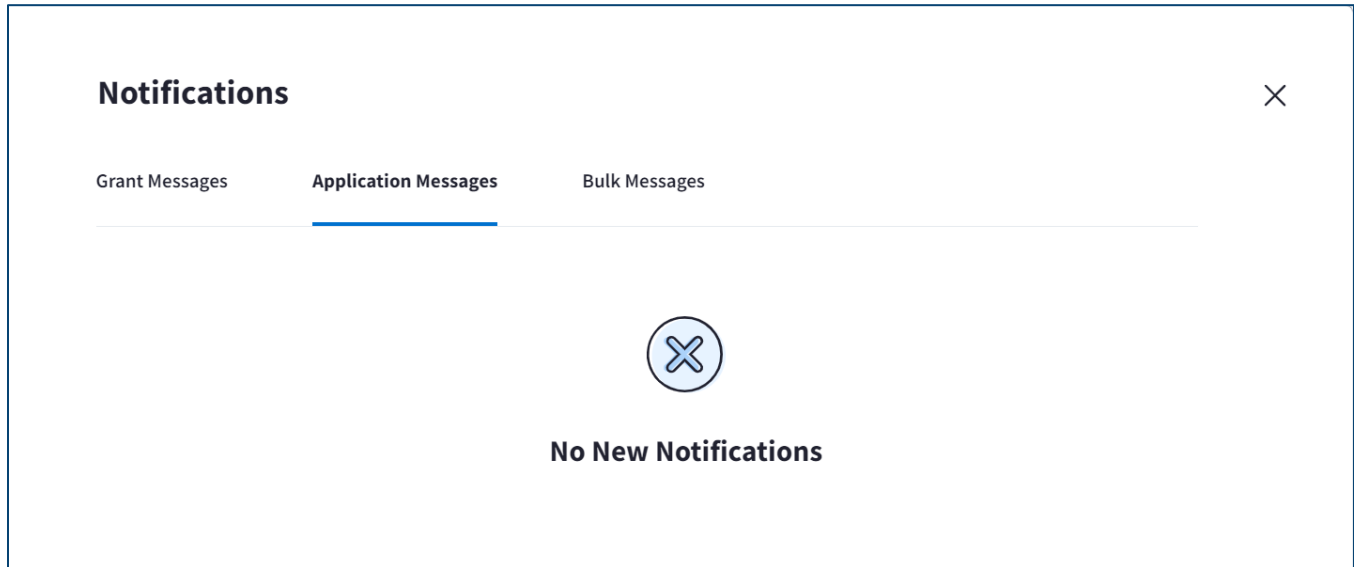
Application Messages Notifications 6

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](#)

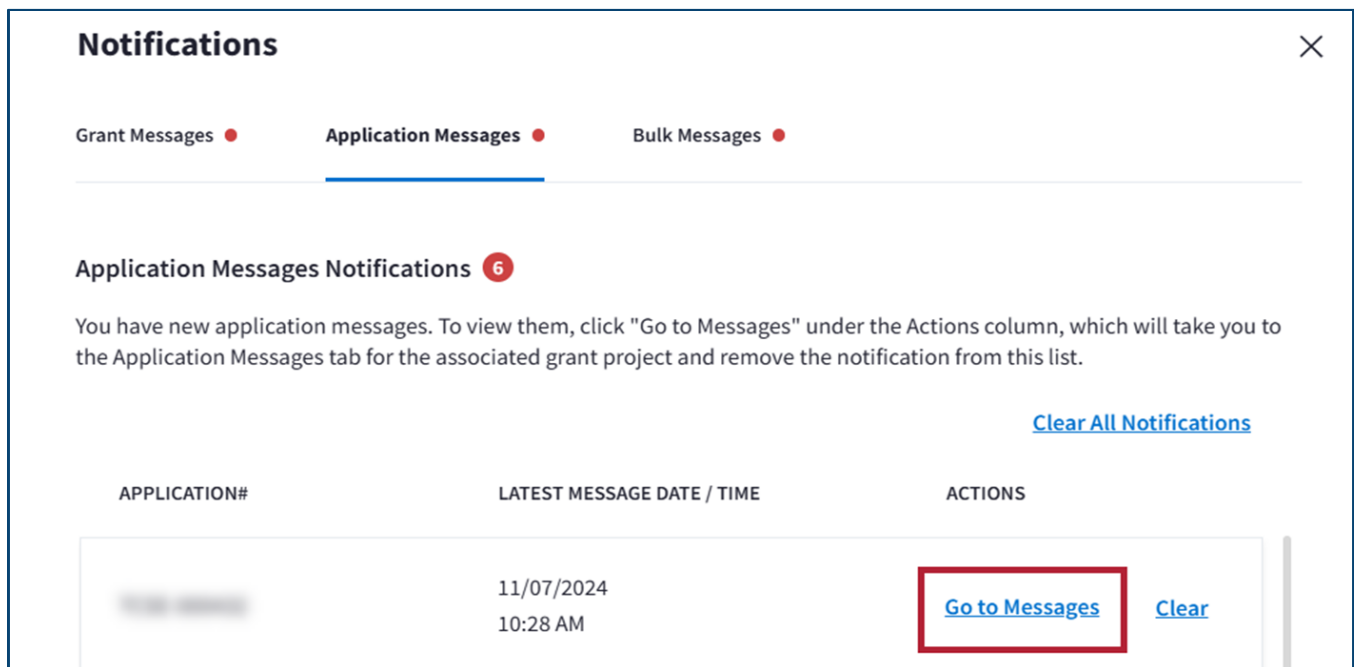
APPLICATION#	LATEST MESSAGE DATE / TIME	ACTIONS
[REDACTED]	11/07/2024 10:28 AM	Go to Messages Clear
[REDACTED]	11/07/2024 10:27 AM	Go to Messages Clear

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



The screenshot shows a 'Notifications' window with a close button (X) in the top right. Below the title, there are three tabs: 'Grant Messages', 'Application Messages' (which is selected and underlined), and 'Bulk Messages'. In the center of the window, there is a large blue circle containing a white 'X' icon. Below this icon, the text 'No New Notifications' is displayed in bold.

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



The screenshot shows the 'Notifications' window with the 'Application Messages' tab selected. At the top, there are three tabs: 'Grant Messages', 'Application Messages', and 'Bulk Messages', each with a red dot indicating notifications. Below the tabs, the text 'Application Messages Notifications' is followed by a red circle with the number '6'. A message body follows: '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.' Below the message, there is a blue link 'Clear All Notifications'. At the bottom, there is a table with three columns: 'APPLICATION#', 'LATEST MESSAGE DATE / TIME', and 'ACTIONS'. The first row of the table has a blurred application number, the date '11/07/2024', and the time '10:28 AM'. In the 'ACTIONS' column, there is a blue link 'Go to Messages' (highlighted with a red box) and a blue link 'Clear'.

APPLICATION#	LATEST MESSAGE DATE / TIME	ACTIONS
[Blurred]	11/07/2024 10:28 AM	Go to Messages Clear

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 displays the 'Application Messages' interface. At the top, there is a navigation bar with 'Home', 'Applications', and 'Grants'. A sidebar on the left shows a 'REQUESTED BUDGET' of '\$20.00' and other application details. The main content area is titled 'Application Messages' and includes a 'Create A New Application Message' button, a search bar, and a 'Message Threads' table. The table has the following columns: AUTHOR, SUBJECT, COMMUNICATION TYPE, CATEGORY, BUDGET YEAR / GRANT #, DATE / TIME, and ACTIONS. The table contains one row of data.

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