



Administration for Community Living

# **GrantSolutions Basics for ACL Grantees**

U.S. Administration for Community Living

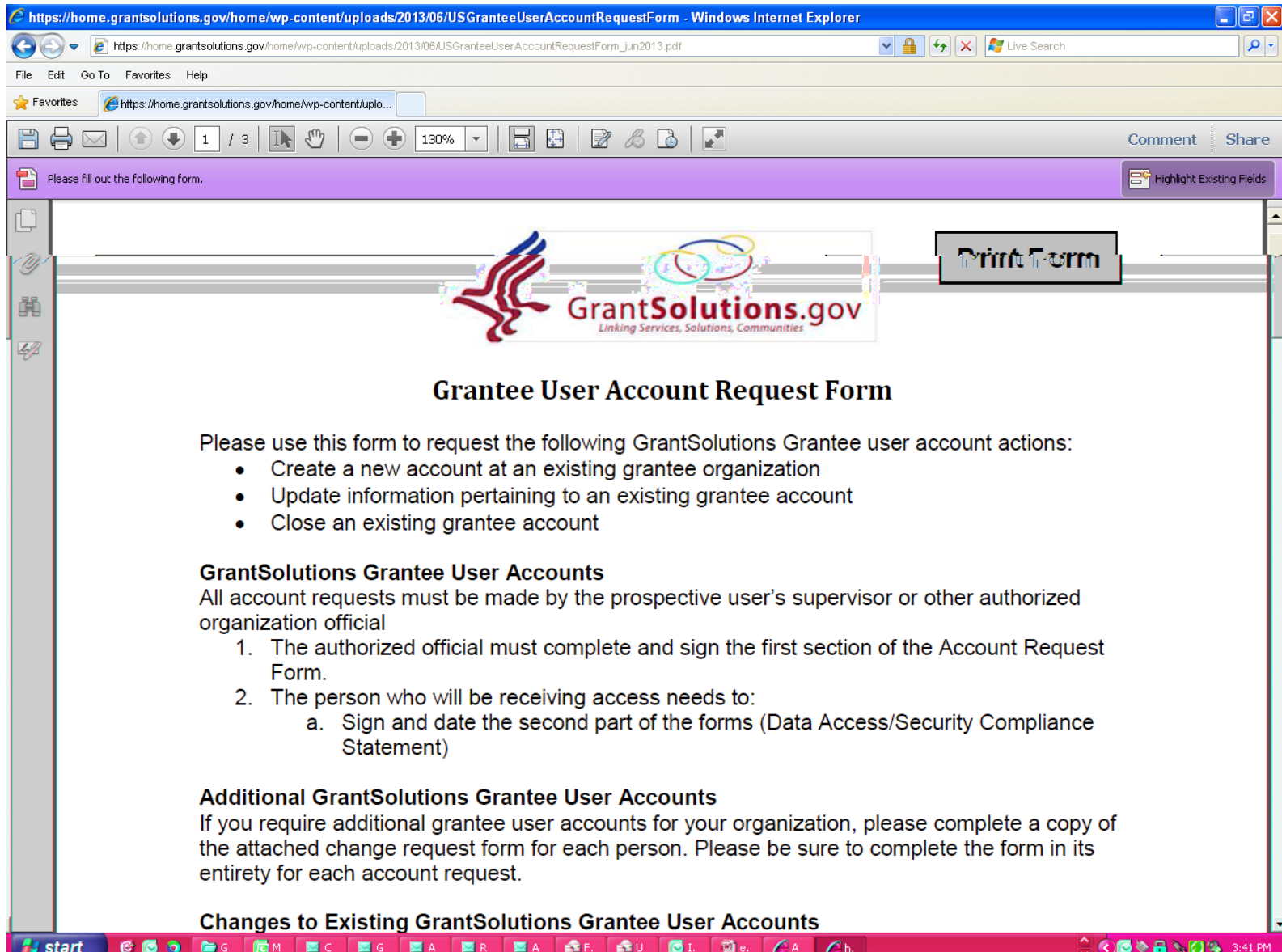
Last update: October 28, 2013

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- Logging In (pgs. 5-6)
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- Request Help (pg. 40)
- Training Videos (pg. 41)

# Requesting Grantee User Account

[https://home.grantsolutions.gov/home/wp-content/uploads/2013/06/USGranteeUserAccountRequestForm\\_jun2013.pdf](https://home.grantsolutions.gov/home/wp-content/uploads/2013/06/USGranteeUserAccountRequestForm_jun2013.pdf)



Please fill out the following form.

 **Print Form**

## Grantee User Account Request Form

Please use this form to request the following GrantSolutions Grantee user account actions:

- Create a new account at an existing grantee organization
- Update information pertaining to an existing grantee account
- Close an existing grantee account

### GrantSolutions Grantee User Accounts

All account requests must be made by the prospective user's supervisor or other authorized organization official

1. The authorized official must complete and sign the first section of the Account Request Form.
2. The person who will be receiving access needs to:
  - a. Sign and date the second part of the forms (Data Access/Security Compliance Statement)

### Additional GrantSolutions Grantee User Accounts


If you require additional grantee user accounts for your organization, please complete a copy of the attached change request form for each person. Please be sure to complete the form in its entirety for each account request.

### Changes to Existing GrantSolutions Grantee User Accounts

# When your account has been created, you should receive two emails: one with your user name and one with your temporary password.

GrantSolutions User Account created. - Message (HTML)

From: notifications@grantsolutions.gov  
To: [REDACTED]  
Subject: GrantSolutions User Account created.

**THE GRANTS CENTER of *excellence***   
Linking Services, Solutions, Communities

A GrantSolutions user account has been created. Your new account username is listed below. A temporary password will be sent to you in a separate email.

Web Site: <https://www.grantsolutions.gov>

User Name: [REDACTED]


If you need assistance, please contact the GrantSolutions Help Desk:  
[help@grantsolutions.gov](mailto:help@grantsolutions.gov)

.....

This message has been sent by GrantSolutions (<https://www.grantsolutions.gov>)

GrantSolutions Account Verification - Message (HTML)

From: notifications@grantsolutions.gov  
To: [REDACTED]  
Cc:  
Subject: GrantSolutions Account Verification

**THE GRANTS CENTER of *excellence***   
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A request to reset your GrantSolutions account password has been submitted. Please go to the GrantSolutions site using the temporary password below to login. You will then be prompted to change your password.

GrantSolutions Web Site: <https://www.grantsolutions.gov>

New Password: [REDACTED]

If you did not request to reset your GrantSolutions password, please contact the GrantSolutions Help Desk:  
[help@grantsolutions.gov](mailto:help@grantsolutions.gov)

.....

This message has been sent by GrantSolutions (<https://www.grantsolutions.gov>)

# Accessing the GS System

<http://www.grantsolutions.gov/>



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GRANTSOLUTIONS.GOV  
Linking Services, Solutions, Communities

HOME

BENEFITS

SERVICES

PARTNERS

SUPPORT

ABOUT

NEWS

## The Grants Center of Excellence

The Grants Center of Excellence (COE) delivers end-to-end grants management services to over 17 Federal partner agencies through [GrantSolutions.gov](http://www.grantsolutions.gov). Managed by the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS), our mission is to provide comprehensive and cost-effective grants management solutions for grantors, grantees, and the public.

Login to GrantSolutions

Search

NEWS

[Grants Center of Excellence](#)

### [\(CoE\)'s GrantSolutions Move to Amazon Web Services \(AWS\)](#)

The Grants Center of Excellence (CoE)'s GrantSolutions move to Amazon Web Services (AWS) on March 2013 has led the way for cloud computing at HHS. AWS is Federal Information Security Management Act

(FISMA) compliant and therefore, has all required security controls, monitoring and consultation services.

[The Grants Center of Excellence Welcomes Internal Revenue Service \(IRS\) to GrantSolutions](#)

[Administration for Community Living \(ACL\) Migration – Successful and Timely](#)

[NEWS ARCHIVE](#)

### [Benefits](#)

The Grants Center of Excellence delivers end-to-end grants management services to over 17 Federal partner agencies through GrantSolutions.gov. [More information.](#)

### [Services](#)

The Grants Center of Excellence (COE) provides comprehensive cost-effective grants management solutions for both grantors and grantees. [More information.](#)

### [Partners](#)

The Grants Center of Excellence serves a broad cross section of federal grant making agencies. Diverse in mission, size and program complexity, they bridge the spectrum of grant possibilities demonstrating the flexibility and adaptability of GrantSolutions. [More information.](#)

### [Support](#)

The Grants Center of Excellence (COE) is committed to the success of all of its partners. To ensure the best possible user experience, COE provides an array of support services. [More information.](#)

# LOG IN



The Grants Center of Excellence (COE) serves as one of three consortia leads under the Grants Management Line of Business (GMLoB) E-Gov initiative offering government-wide grants management system support services. The COE is managed by the Administration for Children and Families (ACF) within the United States Department of Health and Human Services in partnership with 15 different federal agencies as of February 2011. Our services cover the full life cycle of the grants management business. Should your government agency be looking for a cost effective and proven grants management solution, please explore our informational website at <http://home.grantsolutions.gov/>.

**GrantSolutions is best accessed using Internet Explorer 7 or 8, Firefox 4 and is most compatible with JAWS v13.**

**First Time Users**  
Click the button below to create a GrantSolutions.gov User Account.  
**REGISTER**

**Login to GrantSolutions.gov**  
Before logging in please read the [Warning Notice](#)  
Username:   
Password:   
**LOG IN**  
[Having trouble logging in?](#)  
[Reset Password/Unlock Account](#)

Note that Username and Password are case-sensitive.

[View Grant Opportunities](#)

**GrantSolutions.gov User Support**  
(202) 401-5282  
(866) 577-0771  
[help@grantsolutions.gov](mailto:help@grantsolutions.gov)  
(8 AM - 6 PM Eastern Time M-F)

# HOME SCREEN – MY GRANTS LIST

Grants > My Grants List

**\*Note:** Black boxes indicate where grantee identifying information will be. Throughout this training document, all grantee information is blacked out to protect confidentiality.

## My Grants List



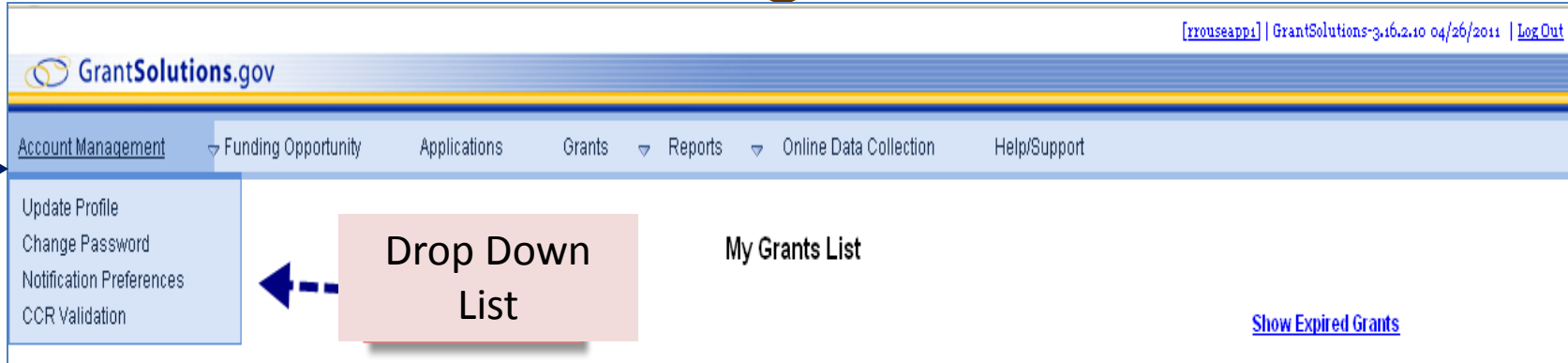
[Show Expired Grants](#)

Grant Number:		<a href="#">View NGA</a>
Grant Program:	Health Care Innovation Awards (HCIA)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:		<a href="#">History</a>
Award Issue Date:	07/02/2012	<a href="#">Manage Amendments</a>
Project Period:	07/01/2012 to 06/30/2015	
Budget Period:	07/01/2012 to 06/30/2013	
Total Approved Budget (Federal):	\$1,056,660	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	
Non Competing Status:	Due	<a href="#">Apply For Non Competing Award</a>
Non Competing Due Date:	05/01/2013	

Don't see your grant listed here?  
Please call the GrantSolutions Helpdesk to troubleshoot.

**GrantSolutions User Support**  
(202) 401-5282  
or (866) 577-0771  
[help@grantsolutions.gov](mailto:help@grantsolutions.gov)

# Screen Navigation



Menu Item	Description
Account Management	You are able to edit your user information, such as your profile, password, etc.
Funding Opportunity	You are able to view some – but not all – Federal Funding Opportunities you may be eligible to apply for. However, ACL does <u>not</u> accept applications submitted through GrantSolutions at this time.
Applications	N/A - ACL does <u>not</u> accept applications submitted through GrantSolutions at this time.
Grants	This is a central point of management for grants. Most grant information may be obtained and post award actions can be viewed at this location.
Reports	N/A - ACL will <u>not</u> be using the Reports feature at this time. <a href="#">Program Performance Reports</a> (PPRs), <a href="#">Financial Reports</a> (ex: SF-425), and other reports (if applicable) should be submitted in GrantSolutions as <i>Grant Notes</i> .
Online Data Collection	N/A – ACL will not be using the Online Data Collection feature at this time.
Help/Support	The Help/Support link will give you the contact information for the GrantSolutions Helpdesk.



# MY GRANTS LIST

- Update Profile
- Change Password
- Notification Preferences
- CCR Validation

[Show Expired Grants](#)

Grant Number: [REDACTED] [View NGA](#)  
Grant Program: Childrens Health Insurance Program Reauthorization Act(CHIPRA) [Grant Notes](#)  
Program Office: Centers For Medicare and Medicaid Services [Send Message](#)  
Project Title: Improving Health Outcomes for Children [History](#)  
[Manage Amendments](#)  
Award Issue Date: <sup>?</sup> 02/25/2013  
Project Period: 02/22/2010 to 02/21/2015  
Budget Period: 02/22/2010 to 02/21/2015  
Total Approved Budget (Federal): \$13,209,712  
Next T&C Due Date: N/A  
Status: No Existing Amendments

Grant Number: [REDACTED] [View NGA](#)  
Grant Program: State Health Insurance Assistance Program(SHIP) [Grant Notes](#)  
Program Office: Centers For Medicare and Medicaid Services [Send Message](#)  
Project Title: STATE HEALTH INSURANCE ASSISTANCE PROGRAM [History](#)  
[Manage Amendments](#)  
Award Issue Date: <sup>?</sup> 05/31/2013

Project Period: 09/28/1992 to 03/31/2018  
Budget Period: 04/01/2013 to 03/31/2014  
Total Approved Budget (Federal): \$431,425  
Next T&C Due Date: N/A  
Status: Work In Progress (Post Award)  
(Revision (Carryover))  
Non-Competing Status: Ready  
Non-Competing Due Date: 12/31/2013

Grant Number: [REDACTED] [View NGA](#)  
Grant Program: [REDACTED] [Grant Notes](#)

# UPDATE PROFILE

Administration on Aging Intra... HLN News GrantSolutions GrantSolutions

GrantSolutions.gov

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

Account Management > Update Profile

## Profile Update for [REDACTED]

\* indicates a required field.

Prefix \* Other  
If other, specify [REDACTED]

Position Title \* [REDACTED]

Work Phone \* N/A

Fax [REDACTED]

Mobile [REDACTED]

Other Phone [REDACTED]

Email \* [REDACTED]

*Primary Address Information*

Division/Department [REDACTED]

Country \* UNITED STATES

Street Address \* [REDACTED]

Mail Stop [REDACTED]

City \* [REDACTED]

County [REDACTED] [REDACTED]

State \* [REDACTED] Zip Code [REDACTED]

→ Save Cancel

start Contacts - Microsoft ... Grants Solutions - Co... Microsoft PowerPoint ... GrantSolutions - Wind... 12:47 PM

# CHANGE PASSWORD

[sb]ue1 | GrantSolutions-4.4.2.9 7/23/2013 | [Log Out](#)

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**GrantSolutions.gov**

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Online Data Collection Help/Support ▾

Account Management > Change Password

## Change Password

**\* indicates a required field.**

### GrantSolutions Password Policy

- New password must be at least 8 characters long.
- Passwords **MUST** contain at least one upper case letter, one lower case letter, one number and one special character (including but not limited to such as characters as ! @ # \$ % & \* = ? < >).
- Passwords expire every 60 days and must be reset.
- Accounts will be locked after 3 unsuccessful login attempts.
- You will be logged out and returned to logon screen after changing your password - you will need to login again using your new password
- Users may also unlock their own accounts by using the "Forgot Password?" link on the GrantSolutions Login Page.

---

Current Password * ?	<input type="password"/>
New Password * ?	<input type="password"/>
Confirm New Password * ?	<input type="password"/>

---

GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | [gsstage@grantsolutionstest.com](mailto:gsstage@grantsolutionstest.com)  
[Contact Us](#) | [Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

Done Internet 125%

# NOTIFICATION PREFERENCES

Account Management > Notification Preferences

## Notification Preferences

### Global Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Correspondence Application Note Added	<input checked="" type="checkbox"/>
Correspondence Grant Note Added	<input checked="" type="checkbox"/>

### Award Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Application Not Funded	<input checked="" type="checkbox"/>
Application Not Selected for Review	<input checked="" type="checkbox"/>
Award Finalized	<input checked="" type="checkbox"/>
Grantee Award Acceptance	<input checked="" type="checkbox"/>

### Pre-Award Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Application Funded	<input checked="" type="checkbox"/>
Application Returned	<input checked="" type="checkbox"/>
Competing Continuation Announcement Available	<input checked="" type="checkbox"/>
New Announcement Available	<input checked="" type="checkbox"/>
Non-Competing Announcement Available	<input checked="" type="checkbox"/>
Supplemental Announcement Available	<input checked="" type="checkbox"/>

### Post-Award Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
---------------------	-------------------------------------

Although grantees are able to turn off certain notifications by unchecking boxes, it may be helpful to keep them on – especially when you are new to using GrantSolutions.

notificationPreferencesPreNotificationTable

# CCR VALIDATION

GrantSolutions.gov

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Online Data Collection Help/Support ▾

Account Management > CCR Validation

## CCR Validation

CCR Validation Status	Validated (ACTIVE) 🔍
CCR Expiration Date	07/19/2012
Organization Name *	[REDACTED]
CCR Official Name *	[REDACTED]
DUNS Number	[REDACTED]
Country *	UNITED STATES
Street Address Line *	[REDACTED]
City *	[REDACTED]
County *	[REDACTED]
State *	[REDACTED]
Zip *	[REDACTED]

GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | [gsstage@grantsolutionstest.com](mailto:gsstage@grantsolutionstest.com)


[Contact Us](#) | [Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

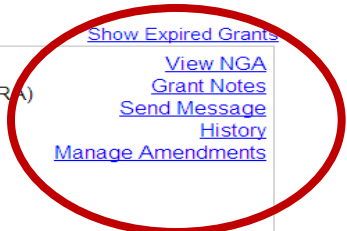
start | Calenda... | Grant5o... | Grantee... | Microsof... | 1 Remin... | NOTICE... | 2013-H... | 2013-H... | NASUAD... | 10:04 AM

# MY GRANT LIST

## My Grants List



Grant Number:	[REDACTED]	<a href="#">Show Expired Grants</a>
Grant Program:	Childrens Health Insurance Program Reauthorization Act(CHIPRA)	<a href="#">View NGA</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Grant Notes</a>
Project Title:	Improving Health Outcomes for Children	<a href="#">Send Message</a>
Award Issue Date: 	02/25/2013	<a href="#">History</a>
Project Period:	02/22/2010 to 02/21/2015	<a href="#">Manage Amendments</a>
Budget Period:	02/22/2010 to 02/21/2015	
Total Approved Budget (Federal):	\$13,209,712	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	



Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	State Health Insurance Assistance Program(SHIP)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	STATE HEALTH INSURANCE ASSISTANCE PROGRAM	<a href="#">History</a>
Award Issue Date: 	05/31/2013	<a href="#">Manage Amendments</a>
Project Period:	09/28/1992 to 03/31/2016	
Budget Period:	04/01/2013 to 03/31/2014	
Total Approved Budget (Federal):	\$431,425	
Next T&C Due Date:	N/A	
Status:	Work In Progress (Post Award) (Revision (Carryover))	
Non Competing Status:	Ready	
Non Competing Due Date:	12/31/2013	

Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	Minority Health State Partnership Program	<a href="#">Grant Notes</a>
Program Office:	[REDACTED]	<a href="#">Send Message</a>


# VIEW NGA

## My Grants List



[Show Expired Grants](#)



Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	Childrens Health Insurance Program Reauthorization Act(CHIPRA)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	Improving Health Outcomes for Children	<a href="#">History</a>
Award Issue Date: 	02/25/2013	<a href="#">Manage Amendments</a>
Project Period:	02/22/2010 to 02/21/2015	
Budget Period:	02/22/2010 to 02/21/2015	
Total Approved Budget (Federal):	\$13,209,712	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	

Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	State Health Insurance Assistance Program(SHIP)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	STATE HEALTH INSURANCE ASSISTANCE PROGRAM	<a href="#">History</a>
Award Issue Date: 	05/31/2013	<a href="#">Manage Amendments</a>
Project Period:	09/28/1992 to 03/31/2016	
Budget Period:	04/01/2013 to 03/31/2014	
Total Approved Budget (Federal):	\$431,425	
Next T&C Due Date:	N/A	
Status:	Work In Progress (Post Award) (Revision (Carryover))	
Non Competing Status:	Ready	
Non Competing Due Date:	12/31/2013	

Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	Minority Health State Partnership Program	<a href="#">Grant Notes</a>
Program Office:	USA Area	<a href="#">Send Message</a>

# VIEW NGA

1. DATE ISSUED: MM/DD/YYYY CER# NO. IS ASSISTANCE TYPE

2a. SUPERSEDES AWARD NOTICE dated [redacted] except that any additions or restrictions previously imposed remain in effect unless specifically rescinded

4. GRANT NO. [redacted] 5. ACTION TYPE  
Post Award  
Amendment

6. PROJECT PERIOD  
From MM/DD/YYYY 09/30/2008 Through MM/DD/YYYY 03/31/2012

7. BUDGET PERIOD  
From MM/DD/YYYY 09/30/2008 Through MM/DD/YYYY 03/31/2012

**Department of Health and Human Services**  
**Administration For Community Living**  
**Administration on Aging (AOA)**  
 ACL Office of Grants Management  
 Washington, DC 20201-1401

**NOTICE OF AWARD**  
 AUTHORIZATION (Legislation/Regulations)  
 42 USC 398 et seq. amended

9a. GRANTEE NAME AND ADDRESS  
 [redacted]

9b. GRANTEE PROJECT DIRECTOR  
 [redacted]

10a. GRANTEE AUTHORIZING OFFICIAL  
 [redacted]

10b. FEDERAL PROJECT OFFICER  
 [redacted]

**ALL AMOUNTS ARE SHOWN IN USD**

**11. APPROVED BUDGET (Excludes Direct Assistance)**

I Financial Assistance from the Federal Awarding Agency Only

II Total project costs including grant funds and all other financial participation

a. Salaries and Wages .....	515,362.00
b. Fringe Benefits .....	154,611.00
c. Total Personnel Costs .....	669,973.00
d. Equipment .....	0.00
e. Supplies .....	14,266.00
f. Travel .....	60,040.00
g. Construction .....	0.00
h. Other .....	320,058.00
i. Contractual .....	150,210.00
j. TOTAL DIRECT COSTS	1,214,547.00
k. INDIRECT COSTS	48,084.00
<b>l. TOTAL APPROVED BUDGET</b>	<b>1,274,481.00</b>
m. Federal Share	730,724.00
n. Non-Federal Share	543,757.00

**12. AWARD COMPUTATION**

a. Amount of Federal Financial Assistance (from item 11m)	730,724.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	730,724.00
<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b>	<b>0.00</b>
<b>13. Total Federal Funds Awarded to Date for Project Period</b>	<b>730,724.00</b>

**14. RECOMMENDED FUTURE SUPPORT**  
 (Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a.		d.	
b.		e.	
c.		f.	

**15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:**

a. DEDUCTION	
b. ADDITIONAL COSTS	
c. MATCHING	
d. OTHER RESEARCH (Add / Deduct Option)	
e. OTHER (See REMARKS)	

**b**

**16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:**

a. The grant program legislation.  
 b. The grant program regulations.  
 c. This award notice including terms and conditions, if any, noted below under REMARKS.  
 d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.



# GRANT NOTES

## My Grants List



Grant Number:	[REDACTED]	<a href="#">Show Expired Grants</a>
Grant Program:	Childrens Health Insurance Program Reauthorization Act(CHIPRA)	<a href="#">View NGA</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Grant Notes</a>
Project Title:	Improving Health Outcomes for Children	<a href="#">Send Message</a>
Award Issue Date:	02/25/2013	<a href="#">History</a>
Project Period:	02/22/2010 to 02/21/2015	<a href="#">Manage Amendments</a>
Budget Period:	02/22/2010 to 02/21/2015	
Total Approved Budget (Federal):	\$13,209,712	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	

[Show Expired Grants](#)

[View NGA](#)

[Grant Notes](#)

[Send Message](#)

[History](#)

[Manage Amendments](#)



\*Note: Some grantees may have multiple grants for the same program, so please ensure that you are selecting the appropriate grant number when adding a grant note.

Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	State Health Insurance Assistance Program(SHIP)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	STATE HEALTH INSURANCE ASSISTANCE PROGRAM	<a href="#">History</a>
Award Issue Date:	05/31/2013	<a href="#">Manage Amendments</a>
Project Period:	09/28/1992 to 03/31/2016	
Budget Period:	04/01/2013 to 03/31/2014	
Total Approved Budget (Federal):	\$431,425	
Next T&C Due Date:	N/A	
Status:	Work In Progress (Post Award) (Revision (Carryover))	
Non Competing Status:	Ready	
Non Competing Due Date:	12/31/2013	

[View NGA](#)

[Grant Notes](#)

[Send Message](#)

[History](#)

[Manage Amendments](#)

Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	Minority Health State Partnership Program	<a href="#">Grant Notes</a>
Program Office:	USA Area	<a href="#">Send Message</a>

[View NGA](#)

[Grant Notes](#)

[Send Message](#)

# ADDING A GRANT NOTE

Windows Internet Explorer

grantsolutions.gov/gs/listNote.gs?layout/WithoutMenu=Y&projectId=127863&applicationId=245544

[Page Help](#)

## Grant Notes

Grant Number

Grantee Name

Project Start Date

09/30/2009

Date 05/31/2013

Create Date

From

To

Type

--All--

Category

--All--

Print Notes

Add

Search

Category	Grant Note Type	Author	Date	Support Year	Application Number	Action
Internal	Internal	Erin Long	08/30/2013 04:56) EDT	1	09AE250148 90AE0332	

Click Add to add a new Grant Note.



[Has Attachment](#) [Edit Note](#) [Delete Note](#) [View Note](#)

These fields can be used to search existing notes by date, note category, etc.

Any existing notes for this grant will be listed here. This grant currently has one note.

# GRANT NOTE BREAKDOWN

GrantSolutions - Windows Internet Explorer  
https://www.grantsolutions.gov/gs/note.gs?action=add&layout/WithoutMenu=Y&applicationId=240724&projectId=126684&f\_nt=&f\_ar=&f\_ha=&f\_fd=&f\_td=&f\_sj=

Page Help

### Grant Notes - Add

Author:  This field should automatically populate with your name.

\*Subject:

You should always select "Correspondence" note type → \*Note Type:

\*Category Type:  ← There are several different Category Types to choose from

\*Notes:   
Provide brief description here →

Multiple files – of different file types (ex: PDF, Word, JPEG etc.) – can be attached to a single Grant Note. →

Add attachments (if applicable).  
\*Note: You are not required to include attachments with a Grant Note.

#### Note Attachments

Description:  ← Provide brief description of file here

File to Upload:

← Click "Upload" to add file

Description	Source Attachments	Status	Actions
-------------	--------------------	--------	---------

\* Status updates every 10 seconds

Click "Submit" to save note →

# EXAMPLE

## SUBMITTING A PROGRAM PROGRESS REPORT AS A GRANT NOTE

GrantSolutions - Windows Internet Explorer  
https://www.grantsolutions.gov/gs/note\_gs?action=add&layout/WithoutMenu=Y&applicationId=268907&projectId=127866&f\_nt=&f\_ar=&f\_ha=&f\_fd=&f\_td=&f\_sj=

Grant Notes - Add

Author: [REDACTED]  
\*Subject: PPR - 9-30-12 to 3-31-13  
\*Note Type: Correspondence  
\*Category Type: Programmatic Report  
\*Notes: (Limit to 2000 characters)  
Progress report and attachments for 9-30-12 to 3-31-13 reporting period

Four files uploaded (PPR and three attachments)

Note Attachments

Description: [REDACTED]  
File to Upload: [REDACTED] Browse...  
Upload

You can edit, delete, or view the note by clicking on these icons

Description	Source Attachments	Status	Actions
PPR-9-30-12 to 3-31-13	PPR - 9-30-12 to 3-31-13.doc	SUCCESSFUL	[Edit] [Delete] [View]
Attachment 1 - Logo	Attachment 1 - logo.jpg	SUCCESSFUL	[Edit] [Delete] [View]
Attachment 2 - Data Report	Attachment 2 - Data Report.xlsx	SUCCESSFUL	[Edit] [Delete] [View]
Attachment 3 - Handbook	Attachment 3 - Handbook.msg	SUCCESSFUL	[Edit] [Delete] [View]

\* Status updates every 10 seconds

Don't forget to click Submit! → [Submit] [Cancel]

Make sure the status says "Successful" prior to clicking "Submit".

# SHOWS GRANT NOTE HAS BEEN ADDED

GrantSolutions - Google Chrome  
https://www.grantsolutions.gov/gs/listNote\_gs?f\_td=&layoutWithoutMenu=Y&applicationId=268905&f\_ar=&f\_nt=&f\_sj=&projectId=127856&f\_fd=&f\_ha=

Page Help

## Grant Notes

Grant Number [REDACTED]  
Grantee Name [REDACTED]  
Project Start Date 09/01/2010  
Project End Date 08/31/2014

Grant Note Create Date From [ ] To [ ]  
Grant Note Type --All--  
Grant Note Category --All--  
Author --All--  
Subject [ ]  
Hide Automatic Notes

Add Search

Total 19 notes

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Action
PRR...3-31-13...	Programmatic Report	Correspondence	[REDACTED]	09/03/2013 13:23:13 (GMT-04:56) EDT	13	[REDACTED]	1 2 [Magnifying Glass]

To ensure all files have been successfully attached, click the magnifying glass to view your note contents.

# REPORTS

Beginning October 1<sup>st</sup>, 2013, ACL grantees are required to submit all ACL Program Performance Reports (PPRs) and Financial Reports (ex: SF-425) in GrantSolutions as *Grant Notes*. ACL will no longer use the [Grants.Office@acl.hhs.gov](mailto:Grants.Office@acl.hhs.gov) mailbox.

# CATEGORIZING AND NAMING GRANT NOTES

	<b>Program Performance Reports (PPRs)</b>	<b>Financial Reports</b>
<b>Subject</b>	<p>Insert PPR and Reporting Period</p> <p>For example: if the Reporting Period is 9-30-12 – 3-31-13, the subject would read “PPR – 9-30-12 to 3-31-13”</p>	<p>Insert Type of Report and Reporting Period</p> <p>For example: if the Reporting Period for an SF-425 is 9-30-12 to 9-30-13, the subject would read “SF-425 – 9-30-12 to 9-30-13”</p>
<b>Note Type</b>	Correspondence	Correspondence
<b>Category Type</b>	Programmatic Report	Financial Report
<b>Notes</b>	Enter brief description of submission	Enter brief description of submission
<b>Description</b>	<p>Insert PPR and Reporting Period</p> <p>For example: if the Reporting Period for a PPR is 9-30-12 to 3-31-13, the subject would read “PPR – 9-30-12 to 3-31-13”</p>	<p>Insert Type of Report and Reporting Period</p> <p>For example: if the Reporting Period for an SF-425 is 9-30-12 to 9-30-13, the description would read “SF-425 – 9-30-12 to 9-30-13”</p>

For submitting other documents, unless instructed otherwise, please Categorize these Notes as “Other” and ensure the Subject, Notes section, and Description clearly indicate what is being submitted.

Basic information about reporting requirements can be found on ACL’s website, [Information for Current Grantees](#), and in the Terms and Conditions of grant Notice of Awards.

# SEND MESSAGE – N/A

ACL will not be using the GrantSolutions “Send Message” feature at this time.

GrantSolutions.gov [sblue] | GrantSolutions-4.4.2.9 7/23/2013 | Log Out

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

## My Grants List

[Redacted]

[Show Expired Grants](#) ←

Grant Number:	[Redacted]	<a href="#">View NGA</a>
Grant Program:	Childrens Health Insurance Program Reauthorization Act(CHIPRA)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	Improving Health Outcomes for Children	<a href="#">History</a>
Award Issue Date:	02/25/2013	<a href="#">Manage Amendments</a>
Project Period:	02/22/2010 to 02/21/2015	
Budget Period:	02/22/2010 to 02/21/2015	
Total Approved Budget (Federal):	\$13,209,712	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	

Grant Number:	[Redacted]	<a href="#">View NGA</a>
Grant Program:	State Health Insurance Assistance Program(SHIP)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	STATE HEALTH INSURANCE ASSISTANCE PROGRAM	<a href="#">History</a>
Award Issue Date:	05/31/2013	<a href="#">Manage Amendments</a>
Project Period:	09/28/1992 to 03/31/2016	
Budget Period:	04/01/2013 to 03/31/2014	
Total Approved Budget (Federal):	\$431,425	
Next T&C Due Date:	N/A	
Status:	Work In Progress (Post Award) (Revision (Carryover))	
Non Competing Status:	Ready	
Non Competing Due Date:	12/31/2013	

Grant Number:	[Redacted]	<a href="#">View NGA</a>
Grant Program:	Minority Health State Partnership Program	<a href="#">Grant Notes</a>
Program Office:	USA Area	<a href="#">Send Message</a>





# HISTORY

## My Grants List




[Show Expired Grants](#)

Grant Number:		<a href="#">View NGA</a>
Grant Program:	Childrens Health Insurance Program Reauthorization Act(CHIPRA)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	Improving Health Outcomes for Children	<a href="#">History</a>
Award Issue Date: 	02/25/2013	<a href="#">Manage Amendments</a>
Project Period:	02/22/2010 to 02/21/2015	
Budget Period:	02/22/2010 to 02/21/2015	
Total Approved Budget (Federal):	\$13,209,712	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	



Grant Number:		<a href="#">View NGA</a>
Grant Program:	State Health Insurance Assistance Program(SHIP)	<a href="#">Grant Notes</a>
Program Office:	Centers For Medicare and Medicaid Services	<a href="#">Send Message</a>
Project Title:	STATE HEALTH INSURANCE ASSISTANCE PROGRAM	<a href="#">History</a>
Award Issue Date: 	05/31/2013	<a href="#">Manage Amendments</a>
Project Period:	09/28/1992 to 03/31/2016	
Budget Period:	04/01/2013 to 03/31/2014	
Total Approved Budget (Federal):	\$431,425	
Next T&C Due Date:	N/A	
Status:	Work In Progress (Post Award) (Revision (Carryover))	
Non Competing Status:	Ready	
Non Competing Due Date:	12/31/2013	

Grant Number:		<a href="#">View NGA</a>
Grant Program:	Minority Health State Partnership Program	<a href="#">Grant Notes</a>
Program Office:	USA Area	<a href="#">Send Message</a>

# HISTORY

GrantSolutions x

https://www.grantsolutions.gov/gs/servlet/grantlist.FederalGrantHistoryServlet?budget\_period\_id=131585&close\_url=wkhGPKkH

The New York Times ... ESPN: The Worldwide... washingtonpost.com ... Bank of America | Ho... Capital One Credit Car... mail.umich.edu mfile.umich.edu: Web ... Other bookmarks

[sskrownski] | GrantSolutions-4.5.6.2 8/11/2013 | Log Out

GrantSolutions.gov

Grants List Funding Opportunities Applications Awards Grants Management Reports System Management Online Data Collection Help/Support

## Grant History

Grantee Name	[REDACTED]
Project Title	[REDACTED]
Project Period	09/30/2008 to 03/31/2012
Budget Year	1

Amount	Application Number	Status	View	Amendment Number	Date	Budget Period	Start Date	End Date
\$0.00	[REDACTED]	Awarded	<a href="#">View [REDACTED]</a> <a href="#">Budget Worksheet</a> <a href="#">View NGA</a> <a href="#">Award Summary</a> <a href="#">Award Workflow History</a> <a href="#">View Terms &amp; Conditions</a>	08AE234280	P	90AE0320-01-02	10/17/2011	09/30/2008 to 03/31/2012
\$0.00	[REDACTED]	Amended	<a href="#">View [REDACTED]</a> <a href="#">Budget Worksheet</a> <a href="#">View NGA</a> <a href="#">Award Summary</a> <a href="#">Award Workflow History</a> <a href="#">View Terms &amp; Conditions</a>	08AE234280	P	90AE0320-01-01	11/17/2008	09/30/2008 to 03/31/2012
\$730,724.00	[REDACTED]	Amended	<a href="#">View [REDACTED]</a> <a href="#">Budget Worksheet</a> <a href="#">View NGA</a> <a href="#">Award Summary</a> <a href="#">Award Workflow History</a> <a href="#">View Terms &amp; Conditions</a>	08AE234280	P	90AE0320-01-00	09/26/2008	09/30/2008 to 03/31/2012

Close

# Manage Amendments

## My Grants List



[Show Expired Grants](#)

Grant Number: [Redacted]  
Grant Program: [Redacted]  
Program Office: [Redacted]  
Project Title: [Redacted]

Award Issue Date: 02/25/2013  
Project Period: 02/22/2010 to 02/21/2015  
Budget Period: 02/22/2010 to 02/21/2015  
Total Approved Budget (Federal): \$13,209,712  
Next T&C Due Date: N/A  
Status: No Existing Amendments

[View NGA](#)  
[Grant Notes](#)  
[Send Message](#)  
[History](#)  
[Manage Amendments](#)



Grant Number: [Redacted]  
Grant Program: [Redacted]  
Program Office: [Redacted]  
Project Title: [Redacted]

Award Issue Date: 05/31/2013  
Project Period: 09/28/1992 to 03/31/2016  
Budget Period: 04/01/2013 to 03/31/2014  
Total Approved Budget (Federal): \$431,425  
Next T&C Due Date: N/A  
Status: Work In Progress (Post Award)  
(Revision (Carryover))  
Non Competing Status: Ready  
Non Competing Due Date: 12/31/2013

[View NGA](#)  
[Grant Notes](#)  
[Send Message](#)  
[History](#)  
[Manage Amendments](#)

Grant Number: [Redacted]  
Grant Program: [Redacted]  
Program Office: USA Area

[View NGA](#)  
[Grant Notes](#)  
[Send Message](#)

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# Manage Amendments

## Manage Amendments

Grant Number	[REDACTED]
Grantee Name	[REDACTED]
Project Title	[REDACTED]
Project Start Date	02/22/2010
Project End Date	02/21/2015
Last Issued NGA	02/20/2013 <a href="#">(View NGA)</a>

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(There are no Amendments found for this Grant.)					



# Select Type of Amendment

The screenshot shows a web browser window titled "GrantSolutions - Windows Internet Explorer" with the URL [https://stage.grantsolutions.gov/gs/servlet/grantlist.GranteePostawardActionServlet?Nga\\_Id=194394&project\\_id=131168&close\\_url=gctGTj](https://stage.grantsolutions.gov/gs/servlet/grantlist.GranteePostawardActionServlet?Nga_Id=194394&project_id=131168&close_url=gctGTj). The page header includes "GrantSolutions.gov" and navigation links for "Funding Opportunity", "Applications", "Grants", "Reports", "Online Data Collection", "Help/Support", and "Account Management".

The main content area is titled "Select Amendment" and features a redacted area. Below this, the following information is displayed:

- Grant Number: 90LG000
- Project Period: 07/01/2013 to 06/30/2015
- Budget Period: 07/01/2013 to 06/30/2014

The "Amendment Type" section lists the following options:

- ACL Budget Revision (Type 8)
- ACL Carryover Request (Type 8)
- ACL Change PI/PD Info (Type 6)
- ACL Change in AOR (Authorized Organizational Representative) (Type 6)
- ACL Change in Grantee Address (Type 8)
- ACL Change in Institution Name or EIN (Not Both) (Type 8)
- ACL Change in Scope (Type 8)
- ACL Change in a Project Manager (Type 6)
- ACL Closeout Expired Grants (Type 6)
- ACL NOA Revision (Non-Monetary) (Type 6)
- ACL No Cost Extension (Type 4)
- ACL Supplement (Type 6)
- ACL Supplement (Non-Competing) (Type 3)
- ACL Transfer of Award (Termination of Old; Award to New) (Type 8)

At the bottom of the form, there are two buttons: "Create Amendment" and "Cancel". The "Cancel" button is circled in red, and a blue arrow points to the "Create Amendment" button.

GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | [gsstage@grantsolutionstest.com](mailto:gsstage@grantsolutionstest.com)  
[Contact Us](#) | [Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

# Application Control Checklist

GrantSolutions - Windows Internet Explorer

https://stage.grantsolutions.gov/gs/servlet/eacc.post.EACCInProgressServlet?Nga\_Id=194394&E\_Submission\_Flag=Y&close\_url=grantlist.manageamendments

File Edit View Favorites Tools Help

GrantSolutions

## GrantSolutions Amendment Application Control Checklist

**Post Award Action: ACL No Cost Extension**

**Work In Progress (Post Award)**

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

**Print Application:**

[Original Submission](#)

Applicant	
Grant Number	
Application Number	
Action	ACL No Cost Extension
Project Title	

**Information for the Applicant**

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Instructions for No Cost Extension (ACL)	<a href="#">View PDF Version</a> <a href="#">View Original Version</a>	N/A	
<b>Online Forms</b>	<b>Enclosure(s)</b>	<b>Attachment(s)</b>	<b>Status</b>
Project Period Revision	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	!
<b>Additional Information to be Submitted</b>	<b>Enclosure(s)</b>	<b>Attachment(s)</b>	<b>Status</b>
Cover Letter (ACL)	<a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	!
Miscellaneous Information (ACL)	<a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	!

**Amendment Package Status: Work In Progress (Post Award)**

Submission Notice

Click here to upload any documentation (if required for the amendment you are requesting)

# Uploading Required Documentation (if required for the amendment you are requesting)

GrantSolutions.gov

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support


### Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: [Redacted]  
Application Number: [Redacted]  
Project Title: [Redacted]  
Project Period: [Redacted]

Enclosure: Cover Letter (ACL)  
Number of Attachments: 0

Item Description	Type	Review	Action
(Empty)			



[Redacted]

# Uploading Required Documentation (if required for the amendment you are requesting)

The screenshot displays the GrantSolutions.gov website interface. The main page header includes the logo and navigation menu with items like 'Account Management', 'Funding Opportunity', 'Applications', 'Grants', 'Reports', 'Online Data Collection', and 'Help/Support'. The browser address bar shows the URL: [https://stage.grantsolutions.gov/gs/servlet/eacc.post.AttachedFileListServlet?Application\\_Id=483021&Application\\_Enclosure\\_Id=1154543&ReadOnlyFlag=N&Er](https://stage.grantsolutions.gov/gs/servlet/eacc.post.AttachedFileListServlet?Application_Id=483021&Application_Enclosure_Id=1154543&ReadOnlyFlag=N&Er).

An inset window titled 'Attachment - Upload' is shown, containing the following form fields and instructions:

- Organization Name: [Redacted]
- Application Number: [Redacted]
- Project Title: [Redacted]
- Project Period: 07/01/2013 to 06/30/2015
- \*Description:  (indicated by a blue arrow)
- \*Step 1: Select a file   (indicated by a blue arrow)
- Step 2: Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.
- (indicated by a blue arrow)

Other visible text on the page includes 'Attachment Note' and 'This is a Test message'.



# Uploading Required Documentation

(if required for the amendment you are requesting)

GrantSolutions - Windows Internet Explorer

https://stage.grantsolutions.gov/gs/servlet/eacc.post.AttachedFileListServlet?Application\_Id=483021&Application\_Enclosure\_Id=1154543&ReadOnlyFlag=N&Er

File Edit View Favorites Tools Help

GrantSolutions

GrantSolutions.gov [RGUe] | GrantSolutions-4.5.6.2 8/8/2013 | Log Out

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

### Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: [Redacted]  
Application Number: [Redacted]  
Project Title: [Redacted]  
Project Period: 07/01/2013 to 06/30/2015

Enclosure: Cover Letter (ACL)  
Number of Attachments: 0

Item Description	Type	Review	Action
NCE Request Letter – 10-28-13			

Upload Attachment Add Mail-in Item Close

[Redacted]

GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | [gsstage@grantsolutionstest.com](mailto:gsstage@grantsolutionstest.com)  
[Contact Us](#) | [Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

33

start [Taskbar icons] 4:05 PM

# Verify Submission

GrantSolutions - Windows Internet Explorer

https://stage.grantsolutions.gov/gis/servlet/eacc.post.EACCInProgressServlet?Application\_Id=483021

File Edit View Favorites Tools Help

★ Favorites GrantSolutions

## Work In Progress (Post Award)

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

**Print Application:**

[Original Submission](#)

Applicant	[REDACTED]
Grant Number	[REDACTED]
Application Number	(To be assigned)
Action	ACL No Cost Extension
Project Title	[REDACTED]

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Instructions for No Cost Extension (ACL)	<a href="#">View PDF Version</a> <a href="#">View Original Version</a>	N/A	
Online Forms	Enclosure(s)	Attachment(s)	Status
Project Period Revision	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter (ACL)	<a href="#">Enter Comments</a>	1 <a href="#">Uploaded Files</a> 1 <a href="#">Mail-in Items</a>	
Miscellaneous Information (ACL)	<a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	

Amendment Package Status: Work In Progress (Post Award)

**Submission Notice**

GrantSolutions does not hold any responsibility for data loss prior to your submission. Your electronic submission components will be confirmed by an on-line acknowledgement and you will also receive an acknowledgement of receipt by regular postal mail when all mail-in attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to label all your correspondence with the correct application number.

GrantSolutions Grantee Basics - September 12 2013

# Final Submission

GrantSolutions - Windows Internet Explorer

https://stage.grantsolutions.gov/gs/servlet/eacc.post.EACCSsubmitApplicationServlet?Application\_Id=483021

File Edit View Favorites Tools Help

GrantSolutions

[RGule] | GrantSolutions-4.5.6.2 8/8/2013 | Log Out

GrantSolutions.gov

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

## GrantSolutions Amendment Submission Verification

You are about to submit the following application:

Applicant	
Grant Number	
Project Title	
Action	ACL No Cost Extension

**Online Forms**

\*\*\* Project Period Revision

**Additional Information to be Submitted**

NCE Request Letter – 10-28-13

\*\*\* It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

→ Final Submission Cancel

# Final Submission

The screenshot shows a web browser window with the URL [https://stage.grantsolutions.gov/gs/servlet/eacc.post.EACCSUBmitApplicationServlet?Application\\_Id=483021](https://stage.grantsolutions.gov/gs/servlet/eacc.post.EACCSUBmitApplicationServlet?Application_Id=483021). The page title is "GrantSolutions Amendment Submission Verification".

The main content area displays the following information:

- You are about to submit the following application:
- Applicant: [Redacted]
- Grant Number: [Redacted]
- Project Title: [Redacted]
- Action: ACL No Cost Extension

On the left side, there are sections for "Online Forms" and "Additional Information to be Submitted":

- \*\*\* Project Period Revision
- \*\*\* Cover Letter (ACL)
- \*\*\* Miscellaneous Information (ACL)

A modal dialog box titled "Message from webpage" is overlaid on the page. It contains the text: "Are you sure you want to submit this application? You may not alter any information once it is submitted." Below the text are "OK" and "Cancel" buttons. A blue arrow points from the text to the "OK" button.

At the bottom of the page, there are two buttons: "Final Submission" and "Cancel".

\*\*\* It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

# Confirmation

GrantSolutions - Windows Internet Explorer

https://stage.grantsolutions.gov/giservlet/eacc.post.EACCSubmissionConfirmServlet

File Edit View Favorites Tools Help

GrantSolutions

[RGUe] | GrantSolutions-4.5.6.2 8/8/2013 | Log Out

GrantSolutions.gov

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

## Amendment Status Confirmation

Grants has marked the following application as submitted:

\* Please submit signed copies of forms if you have been instructed by your program or grant office.

Administration on Aging (AoA)  
ACL Office of Grants Management  
Washington, DC 20201-1401-1401

Applicant	[REDACTED]
Grant Number	[REDACTED]
Project Title	[REDACTED]
Action	ACL No Cost Extension
Submitted Date	10/28/2013 04:23 PM Eastern Time

### Application Details

Items

Application Control Checklist

# Application Control Checklist

GrantSolutions - Windows Internet Explorer

https://stage.grantsolutions.gov/giservlet/eacc.post.EACCInProgressServlet?Application\_Id=483021&close\_url=gctTGTjo

File Edit View Favorites Tools Help

★ Favorites GrantSolutions

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

**Print Application:**

[Original Submission](#)

Applicant	[REDACTED]
Grant Number	[REDACTED]
Application Number	[REDACTED]
Action	ACL No Cost Extension
Project Title	[REDACTED]
Submitted Date	10/28/2013 04:23 PM Eastern Time

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Instructions for No Cost Extension (ACL)	<a href="#">View PDF Version</a> <a href="#">View Original Version</a>	N/A	✓
Online Forms	Enclosure(s)	Attachment(s)	Status
Project Period Revision	<a href="#">View Online</a> No Comments Entered	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter (ACL)	No Comments Entered	1 <a href="#">Uploaded Files</a> <a href="#">Mail-in Items</a>	⚠
Miscellaneous Information (ACL)	No Comments Entered	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⚠

**Post Submission Supplemental Information**

Description	Attachment(s): Uploaded Files
	No Attachments Uploaded

[Amendment Package Status:](#) Submitted (Post Award)

**Mail-In Package Information:** Administration on Aging (AoA) is currently not expecting to receive a Mail-In Package for this application.

Close

# Confirmation

GrantSolutions - Windows Internet Explorer

https://stage.grantsolutions.gov/gs/servlet/grantlist.manageamendments.GranteeManageAmendmentsListServlet

File Edit View Favorites Tools Help

GrantSolutions

GrantSolutions.gov [RGale] | GrantSolutions-4.5.6.2 8/8/2013 | Log Out

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

## Manage Amendments

Grant Number [Redacted]  
Grantee Name [Redacted]  
Project Title [Redacted]  
Project Start Date [Redacted]  
Project End Date 06/30/2015  
Last Issued NGA 07/12/2013 ([View NGA](#))

Amendment #	Status	Submitted Date	Type	Budget Period	Action
[Redacted]	Submitted (Post Award)	10/28/2013 04:23:35 PM	ACL No Cost Extension	1 07/01/2013 - 06/30/2014	<a href="#">View Amendment</a> <a href="#">Grant Notes</a> <a href="#">History</a> <a href="#">Send Message</a>

New Close

Indicates amendment has been submitted and is currently under review at ACL



# GrantSolutions Technical Support

Monday - Friday

8 a.m. to 6 p.m. EST

(202) 401-5282 or (866) 577-0771

[help@grantsolutions.gov](mailto:help@grantsolutions.gov)



# GrantSolutions Training Video

- This video (broken into 4 parts – links below) provides a walkthrough of GrantSolutions. It does, however, show some features of GrantSolutions that ACL is not using at this time. Nevertheless, it may be a useful supplement to this PowerPoint.
- [Part 1](#)
- [Part 2](#)
- [Part 3](#)
- [Part 4](#)