



Recipient Actions: Introduction to GrantSolutions

2025

Objectives

At the end of this training,
you will be able to:

Login to GrantSolutions

View and Add Grant Notes

View Grant Agreements

Course Agenda



INTRODUCTION:
WHAT IS GRANTSOLUTIONS?
BENEFITS OF GRANTSOLUTIONS



OVERVIEW:
- RECIPIENT ROLES IN
GRANTSOLUTIONS
- GRANT RECIPIENT USER ACCOUNT
INFORMATION
- RECIPIENT NOTIFICATIONS



SYSTEM DEMO:
- GRANT MESSAGES
-VIEW NOTICE OF AWARD AND
AWARD HISTORY



Q&A

Introduction

GrantSolutions: Information and Benefits

Introduction: What is GrantSolutions?

- A grants management software platform that enables Federal agencies to manage grants and cooperative agreements through the entire award life cycle
- Role based system
 - Users may only perform tasks in the system if they have the appropriate assignments

Introduction: Benefits of GrantSolutions

- GrantSolutions provides one system for Recipients to:
 - View or Print Notices of Award (NOA)
 - View Award History
 - Communicate with Grantors via Messages
 - Request Award Modifications using Manage Amendments
 - Apply to Non-Competing Continuations (NCCs)

Overview

Recipient Roles, User Account Information, Notifications

Recipient Roles

Role	Actions
Grantee Authorizing Official (ADO)	<ul style="list-style-type: none">• Enter and Submit Non-Competing Applications/Amendments• View Awards• View and Create Messages
Principle Investigator/Program Director (PI/PD)	<ul style="list-style-type: none">• Enter and Submit Non-Competing Applications/Amendments• View Awards• View and Create Messages
Grantee Support Staff	<ul style="list-style-type: none">• Enter Applications/Amendment• View Awards• View and Create Messages
Financial Officer (FO)	<ul style="list-style-type: none">• Enter Applications/Amendments• View Awards• View and Create Messages
Financial Officer Support (FSS)	<ul style="list-style-type: none">• Enter Applications/Amendments• View Awards• View and Create Messages

GrantSolutions User Account Information

- Before gaining GrantSolutions system access, every new user is required to sign and return both parts of the GrantSolutions [Recipient User Account Request Form](#) to the GrantSolutions Help Desk at help@grantsolutions.gov
 - Part 1 – Rules of Behavior (ROB)
 - The Requestor must sign the ROB page
 - Part 2 – Account Request Form
 - The Supervisor or Authorized Official must sign Part 2
- Should users require any changes to an existing GrantSolutions account, users must submit all parts of the [Recipient User Account Request Form](#) to the GrantSolutions Help Desk at help@grantsolutions.gov.

GrantSolutions Email Notifications

Type	Description	Recipient
Grant Messages	<ul style="list-style-type: none">Correspondence from Grantor	<ul style="list-style-type: none">Grantee Authorizing Official assigned to the Recipient OrganizationPrinciple Investigator/Program Director assigned to the award
Award Notifications	<ul style="list-style-type: none">Occurs when an Amendment application is awarded	<ul style="list-style-type: none">Grantee Authorizing Official assigned to the Recipient OrganizationPrinciple Investigator/Program Director assigned to the award
Amendment Application Returned from Grantor	<ul style="list-style-type: none">Occurs when the Grantor returns an application so changes can be made	<ul style="list-style-type: none">Grantee Authorizing Official assigned to the Recipient OrganizationPrinciple Investigator/Program Director assigned to the award

System Demonstration

Grant Messages, View Notice of Award and Award History

Q&A

Resources and Support

Documentation Resources

- Recipient Grants List and Details User Guide
- Grant Recipient Process Login.gov
- GrantSolutions GMM Recipient Notifications

Technical Support

- The GrantSolutions Help Desk is available to provide technical assistance
 - Monday – Friday 7 AM to 8 PM Eastern Time
 - Excluding Federal Holidays
 - **Email:** help@grantsolutions.gov
 - **Phone:** 866-577-0771



Thank You