

GrantSolutions GMM Recipient Notifications

Audience: DOI Staff and Contractors

PURPOSE:

This Quick Sheet describes particulars for automatic Grant Recipient email notifications in the GrantSolutions Grants Management Module (GMM) for the Department of the Interior (DOI). Users can enable or disable automatic email notifications. Additional details about email notifications are also included in this Quick Sheet.

Recipient users assigned to Financial Assistance projects in GMM receive automatic email notifications when the following actions occur:

- A correspondence note is submitted by a Grantor
- An action must be performed
- An action is completed

MODIFY NOTIFICATION PREFERENCES

Notifications are enabled by default; however, users can modify notification preferences. To modify notification preferences, perform the following steps:

1. Log into GrantSolutions using a PIV card and access GrantSolutions GMM.



The GrantSolutions GMM “My Grants List” screen displays.

GrantSolutions UNIVERSITY OF TEXAS AT EL PASO Opportunities Applications **Grants** DO

My Grants List

☐ Show Closed Grants

All Grants (4)

R21AB00126 →
FAIN:R21AB00126
Active
PROJECT TITLE
BOR Training
GRANT PROGRAM
BOR-MB-Outdoor Recreation

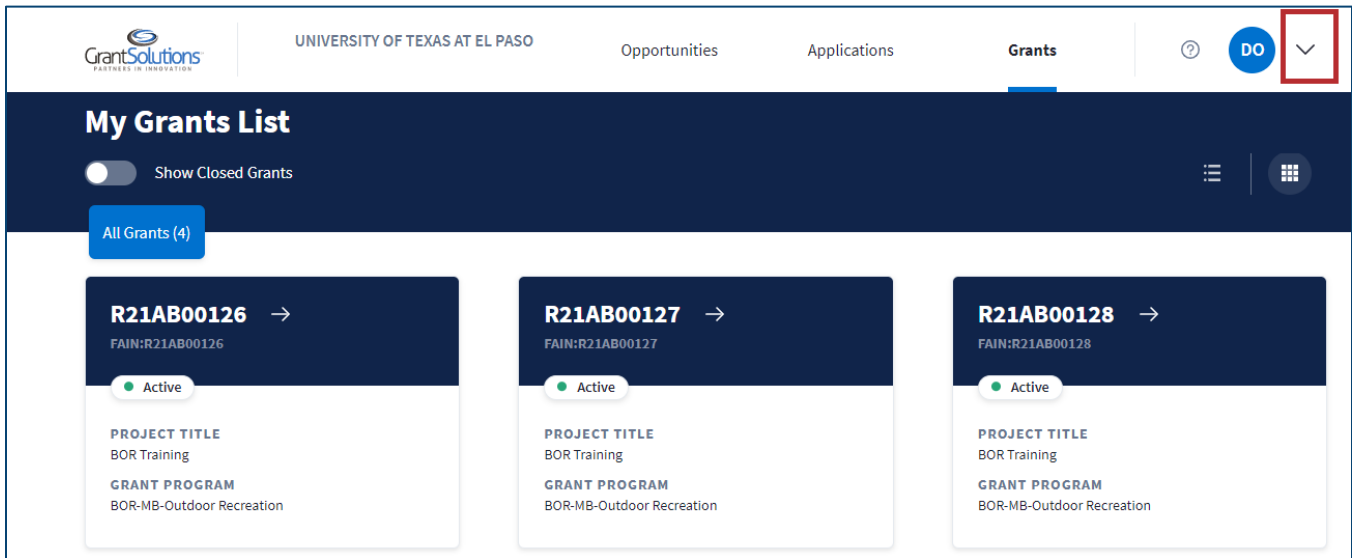
R21AB00127 →
FAIN:R21AB00127
Active
PROJECT TITLE
BOR Training
GRANT PROGRAM
BOR-MB-Outdoor Recreation

R21AB00128 →
FAIN:R21AB00128
Active
PROJECT TITLE
BOR Training
GRANT PROGRAM
BOR-MB-Outdoor Recreation

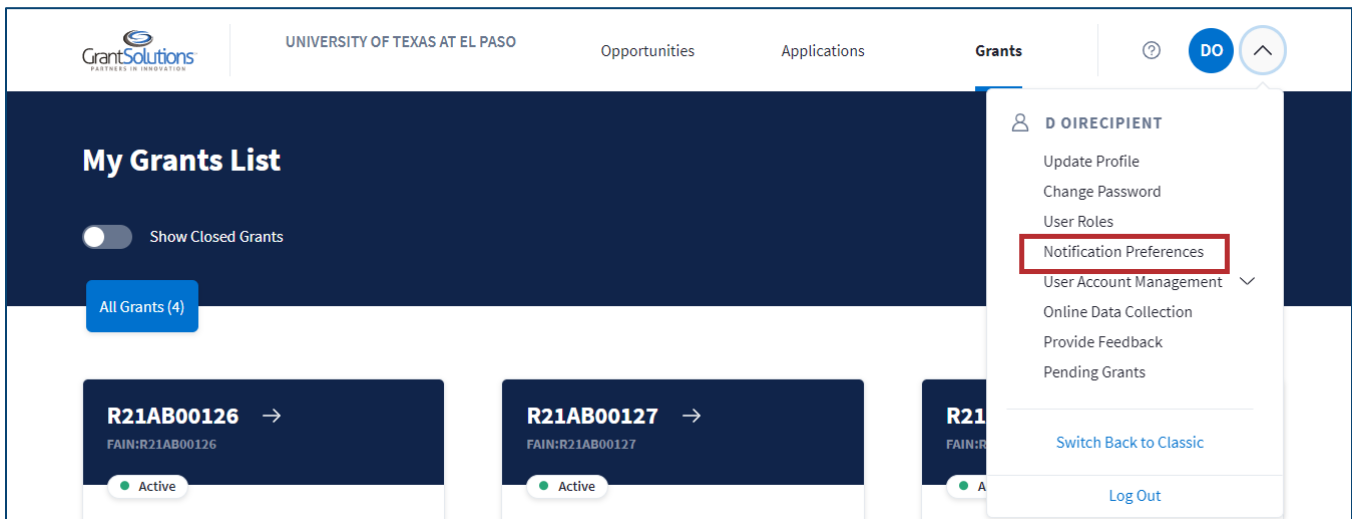
90AR5016 →
FAIN:90AR5016
Active
PROJECT TITLE
SECT 21: Health and Function: Advanced Rehabilitation Research Training at UTEP Advanced Rehabilitation Research and Training (ARRT) Program
GRANT PROGRAM
AR - Advanced Rehabilitation Research and Training (ARRT) Program

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2. In the top right corner of the screen, click the **Avatar** drop-down arrow.



3. Select the **Notification Preferences** option from the drop-down list.



The “Notification Preferences” screen displays. By default, all automatic notifications are enabled.

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"/>
Internal Application Note Added	<input checked="" type="checkbox"/>
Internal 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"/>
Amendment Application Returned	<input checked="" type="checkbox"/>

Federal Financial Report Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Federal Financial Report Approved	<input checked="" type="checkbox"/>
Federal Financial Report Overdue	<input checked="" type="checkbox"/>
Federal Financial Report Rejected	<input checked="" type="checkbox"/>
Federal Financial Report Reminder	<input checked="" type="checkbox"/>

To disable notifications:

1. Deselect the appropriate **checkboxes** and click the **Save** button.

Note: It is best practice to leave all notifications turned on in the GrantSolutions GMM until it is determined which notifications are necessary.

Post-Award Notifications

Select/Unselect ALL	<input checked="" type="checkbox"/>
Amendment Application Returned	<input checked="" type="checkbox"/>

Federal Financial Report Notifications

Select/Unselect ALL	<input type="checkbox"/>
Federal Financial Report Approved	<input type="checkbox"/>
Federal Financial Report Overdue	<input type="checkbox"/>
Federal Financial Report Rejected	<input checked="" type="checkbox"/>
Federal Financial Report Reminder	<input checked="" type="checkbox"/>

☒ Save

NOTIFICATION DETAILS

To determine which notifications are necessary and those that can be disabled, it is important to understand the type of notifications, the roles that receive the notifications, and the email text.

Recipient roles used by DOI include:

- Grantee Authorizing Official/Authorizing Representative (ADO)
- Program Investigator/Project Director (PI/PD) assigned to the project

The following table contains the action that creates a notification, the roles that receive the notification, and the subject and text of the email sent. Notifications are sent if project assignments are completed.

Global Notifications

Notification Action	Role Receiving Notification	Sample Email Text
Correspondence Application Notes (New Applications that are not associated with an Award)	Recipient PI/PD and ADO roles assigned to the applicant organization	<p>Subject: Application# ABC45678 (GS Training Company) - Application Note added by Jane Doe</p> <p>Text: An application note has been added by Jane Doe for DOI-1234F567</p> <p>Organization Name: Application#: Grant#: Program Service Office: Program: Grant Program:</p> <p>Subject: Category: Attachments:</p> <p>Please click here to see the Note</p>

Notification Action	Role Receiving Notification	Sample Email Text
Correspondence Application Notes (Applications that are associated with an Award)	Recipient PI/PD and ADO roles actively assigned to the Financial Assistance Project	<p>Subject: Application# ABC45678 (GS Training Company) - Application Note added by Jane Doe</p> <p>Text: An application note has been added by Jane Doe for DOI-1234F567</p> <p>Organization Name: Application#: Grant#: Program Service Office: Program: Grant Program: Subject: Category: Attachments:</p> <p>Please click here to see the Note</p>
Correspondence Grant Notes	Recipient PI/PD and ADO roles actively assigned to the Award	<p>Subject: Grant# ABC45678 (GS Training Company) - Application Note added by Jane Doe</p> <p>Text: An application note has been added by Jane Doe for Z9876543 (GS Training Company).</p> <p>Application#: Grant#: Program Service Office: Program: Grant Program:</p> <p>Subject: Category: Attachments:</p> <p>Please click here to see the Note</p>



Notification Action	Role Receiving Notification	Sample Email Text
Internal Grant Notes	N/A	DOI Recipients do not receive notifications about this action
Internal Application Notes	N/A	DOI Recipients do not receive notifications about this action

Award Notifications

Notification Action	Role Receiving Notification	Sample Email Text
Application Not Funded (This notification is triggered when closing applications that are not approved via the Application Recommendation screen)	Contact Person and ADO as specified on the application SF-424	<p>Subject: Grant Application# Z9876543 Not Selected for Funding</p> <p>Text: Re: Application# Z9876543</p> <p>We regret to inform you that your grant application has not been selected for funding. If you require further information, please contact the Agency contacts identified in the funding opportunity announcement.</p> <p>Grant Program: Announcement: Organization: Grant#: N/A Application#: Z9876543 Grants.gov Tracking#: 12-ZY-8765 (or N/A if not Grants.gov application)</p>



Notification Action	Role Receiving Notification	Sample Email Text
Application Not Selected for Review (This notification is triggered when closing ineligible applications via the Application Recommendation screen)	Contact Person and ADO as specified on the application SF-424	<p>Subject: Grant Application# Z9876543 Not Selected for Review</p> <p>Text: Re: Application# Z9876543</p> <p>We regret to inform you that your grant application has not been selected for review and will not be considered for funding. If you require further information, please contact the Agency contacts identified in the funding opportunity announcement.</p> <p>Grant Program: Announcement: Organization: Grant#: N/A Application#: Z9876543 Grants.gov Tracking#: <Grants.gov Tracking#> (N/A if not Grants.gov application)</p>



Notification Action	Role Receiving Notification	Sample Email Text
Award Finalized	ADO and PI/PD actively assigned to the Award	<p>Subject: The Grant for GS Training (Z9876543) has been awarded.</p> <p>Text: The Grant/Cooperative Agreement for Grant# Z9876543 has been awarded and released. To view the award in GrantSolutions, please click the grant number below or use the following URL.</p> <p>If you do not have a Grantee account, please complete the Grantee Account Registration form and submit it to the HelpDesk. After verification with the Grants Service Office associated with this award, the HelpDesk will inform you of your new account information. Please follow the instructions provided in the form.</p> <p>Organization: Grant#: Application#: Application Type: New/Directed Supplement/Amendment BEGIN Amendment Type: (Amendment Type) <i>if application type is amendment</i> END</p> <p>Program Office: Grant Program: Project Title: Agency:</p>



Notification Action	Role Receiving Notification	Sample Email Text
Grantee Award Acceptance (Only applicable to Bureaus who have Grantee Acceptance as a part of their workflows)	ADO	<p>Subject: An award is awaiting your acceptance (Z9876543)</p> <p>Text: The review of your application has been completed and an award is awaiting your acceptance. To review your award in GrantSolutions, please click the grant number below or use the following URL (http://CHANGEME//gs/granteeAcceptAward.gs) to accept or decline the award. Please refer to the award for any specific acceptance processes or requirements that must be satisfied.</p> <p>Award Workflow Status: Organization: Grant#: Application#: Application Type: New/Directed Supplement/Amendment BEGIN Amendment Type: (Amendment Type) <i>if application type is amendment</i> END Program Office: Grant Program:</p> <p>In order to review the award, you must login to GrantSolutions using a Grantee account associated with this organization and be assigned to the grant. In order to accept or decline the award on behalf of the organization, you must be an assigned Authorizing Official for the Grantee organization.</p> <p>If you do not have an account, please complete the Grantee Account Registration form and submit it to the HelpDesk. After verification with the Grants Service Office associated with this award, the HelpDesk will inform you of your new account information. Please follow the instructions provided in on the following page.</p>



Pre-Award Notifications

Notification Action	Role Receiving Notification	Sample Email Text
Application Returned (New applications submitted via GrantSolutions GMM)	ADO	<p>Subject: Application# <Application#> for <Org Name> (grant# <grant#>) has been returned by the Grants Servicing Office.</p> <p>Text: The following electronic application for <Org Name> (grant# <grant#>) has been returned by the Grants Servicing Office.</p> <p>Please contact the Grants Servicing Office at <GSO Phone#> for further information.</p> <p>Application#: Announcement: <Announcement Title> (N/A if not applicable) Application Type:</p>
Competing Continuation Announcement Available	N/A	DOI Recipients will not receive this notification

Notification Action	Role Receiving Notification	Sample Email Text
New Announcement Available (This notification is for Directed Announcements)	All POC, PI/PD and ADO roles for the Applicant Organization which were selected in the announcement	<p>Subject: A new Announcement is now available.</p> <p>Text: Please be advised -</p> <p>The following grant announcement has been posted in the <System Name> System:</p> <p>Announcement Title: Grant Program: Region: Due Date:</p> <p>If you wish to apply for this announcement, and have the application considered as a new application for a new grant, please logon to <System> and apply from the Announcements List.</p>
Non-Competing Announcement Available (This notification is for Non-Competing Continuations which DOI does not do in GrantSolutions GMM)	N/A	DOI Recipients will not receive this notification

Notification Action	Role Receiving Notification	Sample Email Text
Supplemental Announcement Available (This notification is for Directed Supplement Announcements)	Recipient PI/PD and ADO roles actively assigned to the Award	<p>Subject: A Direct Supplement Announcement is now available.</p> <p>Text: Please be advised-</p> <p>The following grant announcement has been posted in the <System Name> System:</p> <p>Announcement Title: Grant Program: Region: Due Date:</p> <p>This announcement is a directed supplement for awarded grant# Z9876543. If you wish to apply for this announcement, and have the application considered as your directed supplement application, please logon to <System> and apply from your My Grants List.</p>

Post-Award Notifications

Notification Action	Role Receiving Notification	Sample Email Text
Amendment Application Returned	Recipient PI/PD and ADO roles actively assigned to the Award for the latest issued Notice of Award (NOA) for the active budget period	<p>Subject: Amendment Application# DOI-1234F567 for GS Training Company (Grant# Z9876543) has been returned to the Grantee by the Grants Servicing Office.</p> <p>Text: The following electronic Amendment application for GS Training Company (Grant# Z9876543) has been returned to the Grantee by the Grants Servicing Office. Application#: Amendment Type:</p>



Federal Financial Report (FFR) and Performance Progress Report (PPR) Notifications

Notification Action	Role Receiving Notification	Sample Email Text
Time to Submit (14 days before the FFR/PPR is due)	Recipient PI/PD and ADO roles actively assigned to the Award	<p>Text:</p> <p>Hello Jane Doe</p> <p>It's time to submit your PPR!</p> <p>The Following Performance Progress Report is due.</p> <p>Please click on the link below to complete and submit your report to the grantor.</p> <hr/> <p>Z9876543 FAIN: Project Title ● Due Date: Edit Report button</p>
Past Due (One day after the FFR/PPR is due if the report was not submitted)	Recipient PI/PD and ADO roles actively assigned to the Award	<p>Hello Jane Doe</p> <p>Your PPR is past due.</p> <p>The following Performance Progress Report is past due.</p> <p>Please click on the 'Edit/Start/View Report' link to complete and submit your report to the grantor.</p> <hr/> <p>Z9876543 FAIN: Project Title ● Due Date: Edit Report button</p>



Notification Action	Role Receiving Notification	Sample Email Text
Accepted	Recipient PI/PD and ADO roles actively assigned to the Award	<p>Hello Jane Doe</p> <p>Your PPR has been Accepted.</p> <p>The following Performance Progress Report has been Accepted.</p> <p>Please click on the 'View Report' link to login and view your report.</p> <hr/> <p>Z9876543</p> <p>FAIN:</p> <p>Project Title</p> <p>Edit Report button</p>
Returned (When the Grantor returns the FFR/PPR for changes)	Recipient PI/PD, ADO, and Grantee Financial Officer (FO) roles actively assigned to the Award	<p>Hello Jane Doe</p> <p>Your PPR has been Returned.</p> <p>The following Performance Progress Report has been Returned by the grantor.</p> <p>Please click on the 'Edit Report' link to view comments, update your report, and re-submit it to the grantor.</p> <hr/> <p>Z9876543</p> <p>FAIN:</p> <p>Project Title</p> <p>● Due Date:</p> <p>Edit Report button</p>



Notification Action	Role Receiving Notification	Sample Email Text
FFR/PPR Submitted on behalf on Grantor	Recipient PI/PD and ADO roles actively assigned to the Award	<p>Hello Jane Doe</p> <p>Your PPR has been Submitted.</p> <p>The following Performance Progress Report has been Submitted on your behalf.</p> <p>Please click on the 'View Report' link to login and view your report.</p> <hr/> <p>Z9876543</p> <p>FAIN:</p> <p>Project Title</p> <ul style="list-style-type: none"> • Due Date: <p>View Report button</p>

