

Indian Health Services (IHS)

Recipient Actions: Pre-Award

Introduction the Recipient View in GrantSolutions

August 2023

Greetings



Fun Fact: I adore Elephants

Before We Start...

- Webinar is being recorded
- Full screen mode is available
- Enter questions in the chat



Objectives

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



Login to GrantSolutions

Explore the My Grants List Screen

Navigate the Grant Details Screen

Find help

Course Agenda

- Introduction
- My Grants List Screen
- Grant Details Screen
- Q&A
- Resources and Support
- Attendee Feedback



**KEEP
CALM
HERE'S
THE
AGENDA**

Introduction

Introduction

- Agenda
 - Introduction to GrantSolutions
 - Benefits of GrantSolutions
 - Grant Recipient User Account Information
 - Log Into GrantSolutions
 - Grant Recipient Roles in GrantSolutions
 - General Notifications

Introduction

- GrantSolutions is a grants management software platform that enables Federal agencies to manage grants and cooperative agreements through the entire award life cycle
 - GrantSolutions is the Indian Health Services' award processing system
- Role based system
 - Users may only perform tasks in the system if they have the appropriate assignments



Introduction

GrantSolutions does not replace Grants.gov or PMS



Manage grants and submit applications for non-competitive continuations



Apply to competitive funding opportunities



Submit FFR and payment requests, as well as draw down funds

Introduction: Benefits

The Recipient Benefits of Using GrantSolutions are:

- View or print their Notice of Awards
- View Award History
- Communicate with Grantors via Notes
- Request Award modifications using Manage Amendments
- Apply to Non-Competing Continuations (NCC)

BENEFITS



Introduction: 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.

Introduction: GrantSolutions Recipient Roles

Role	Actions
Grantee Authorizing Official (ADO)	Enter and Submit Non-Competing Applications/Amendments View Awards View and Create Notes
Principal Investigator/Program Director (PI/PD)	Enter and Submit Non-Competing Applications/Amendments View Awards View and Create Notes
Grantee Support Staff	Enter Applications/Amendment View Awards View and Create Notes
Financial Officer (FO)	Enter Applications/Amendments View Awards View and Create Notes
Financial Officer Support (FSS)	Enter Applications/Amendments View Awards View and Create Notes

Notes:

- The **Indian Health Service** does **not** require Recipients to accept awards in the GrantSolutions.
- The [Recipient User Account Request form](#) defines each Grant Recipient role.
- Users with the PI/PD role must be assigned to a grant project by the Grantor to view grants.

Introduction: General Email Notifications

- **Grant Notes:** If a Correspondence Note is submitted, the following staff receive email notification:
 - Grantee Authorizing Official assigned to the Recipient organization
 - Principal Investigator/Program Director assigned to the award
- **Award Notifications:** If an amendment is awarded, notification is sent to the following staff:
 - Grantee Authorizing Official assigned to the Recipient organization
 - Principal Investigator/Program Director assigned to the award
- **Amendment Application Returned from Grantor:** If an application is returned for changes, an email notification is sent to the following staff:
 - Grantee Authorizing Official assigned to the Recipient organization
 - Principal Investigator/Program Director assigned to the award



My Grants List Screen

My Grants List Screen

Agenda:

- Log into GrantSolutions
- Portal Screen
- Global Navigation Bar
- My Grants List Screen

Grant Recipient Support and Reference Site

Information! OMB has mandated moving from DUNS to a non-proprietary unique entity identifier (UEI) for entities doing business with the Federal government, with the final implementation date scheduled for April 4, 2022. GrantSolutions will be updating to UEI across the entire GrantSolutions Ecosystem to coincide with the implementation date. All in-progress applications using DUNS (SF-424 v3) should be submitted by March 31, 2022 to avoid having to be deleted and re-submitted with SF-424 v4. GrantSolutions will revise training documentation material to reflect UEI in the coming months. For all Partner-specific documentation, please contact your support staff.



The Grants Management Services (GMM) training resources help walk you through key stages of the grant process, including application submission, revision request, and official correspondence tracking.

GMM TRAINING RESOURCES

The Online Data Collection (OLDC) training resources help you learn how to submit progress and performance reporting requirements.

OLDC TRAINING RESOURCES



Struggling to find what you are looking for? Need help with a certain task? Access frequently asked questions through the button below.

FREQUENTLY ASKED QUESTIONS

Grant Details Screen

Grant Details Screen

Agenda:

- Grant Details Screen
 - Tabs

Questions?



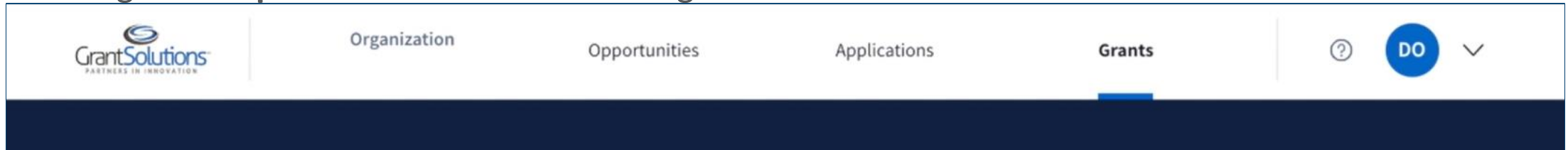
Documentation Resources

The documentation listed below cover topics from this training.

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

Help and Support

- Grant Recipient User Account Request Form – Access directly by going to: [Recipient User Account Request Form](#)
- Grant Recipients may access general documentation and training videos from within GrantSolutions by selecting the **Help** icon from the Global Navigation bar.



- Visit the [IHS - Division of Grants Management](#) (DGM) site for more information and other resources
- For further questions, please reach out to your IHS DGM Point of Contact

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



Attendee Feedback

Provide your feedback about today's training. Your valuable input will help to tailor future trainings with you in mind:

[Feedback Survey](#)



Upcoming Recipient Training

Course Name	Date	Time (EST)
Recipient Actions: Post Award Part 1	October 25, 2023	2-3pm
Recipient Actions: Post Award Part 2	October 26, 2023	2-3pm

Thank you for attending!

