

New Competitive Application Processing for the Program Office

Indian Health Service (IHS)

July 2023

Housekeeping



Microphones are open – please mute if not speaking



Webinar is being recorded and will be available at a later time



Training is in our training environment



Enter questions in the chat or ask by phone during the designated question time



Documentation on training topics is available



Tell us how we did in the survey

Setting the Stage

The GrantSolutions Grants Management Services (GMM) training course is:

- ✓ An overview of how grants are processed within the system
- ✓ Training to teach system functionality
- ✓ An opportunity to write down any question you have during class. Time will be allotted for Q&A
- ✓ An opportunity to document business process questions

Setting the Stage

The GrantSolutions Grants Management Services (GMM) training course is NOT:

- x An opportunity to discuss enhancements or changes to the system
- x A platform to discuss business process changes

Objectives



Perform Bulk Actions



Recommend an Application



Create the Funding Memo



Create Application Notes



Manage the Project Abstract



Manage Project Assignments



Modify the Budget Worksheet



Recommend the Funding Memo

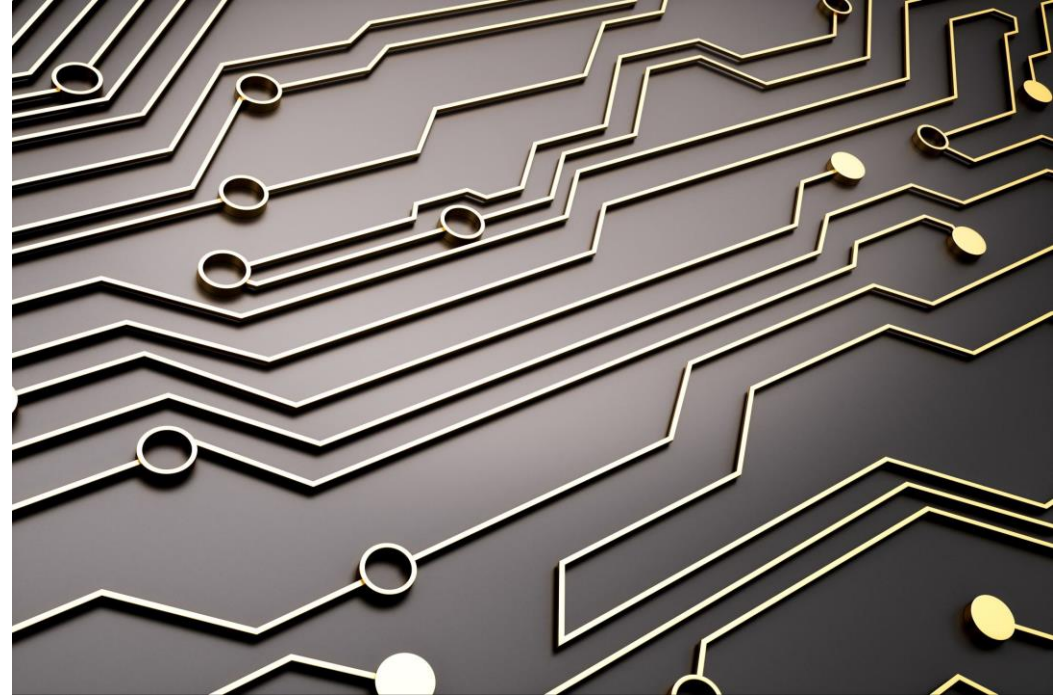
Agenda

- Introduction
 - What is GrantSolutions Grants Management Services?
 - System Roles and Actions
 - IHS New Competitive Application Workflow
- Application Recommendation
- Create & Recommend Funding Memo
- Q&A
- Resources
- Follow-Up Materials
- Help Desk



Introduction: What is GrantSolutions Grants Management Services?

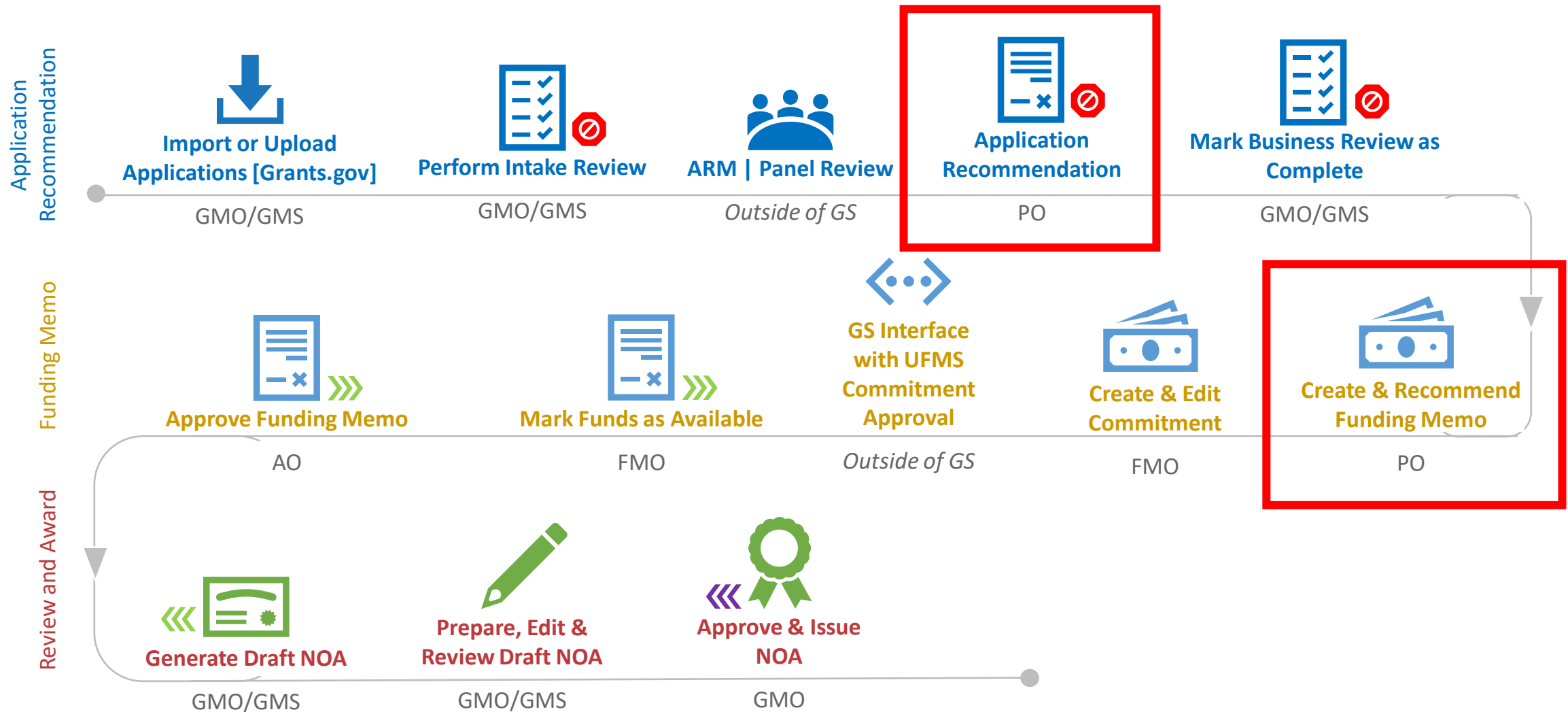
- GrantSolutions Grants Management Services is a comprehensive electronic grant processing system
 - Facilitates the Federal government's end-to-end grant-related activities from application receipt through closeout
- Role based system
 - Users may only perform tasks in the system if they have the appropriate assignments



Introduction: System Roles and Actions

- **Program Officer (PO):**
 - Perform Application Recommendation
 - Create Funding Memo
 - Create Application Notes
 - Manage Project Abstract
 - Manage Project Assignments for Program Officer (PO) and Program Support Staff (PSS)
 - Modify the Budget Worksheet
 - Recommend Funding Memo

Introduction: IHS New Competitive Award Workflow



Option to disapprove. This stops the process.



Option to return Funding Memo to draft.



Option to return NOA to draft.

Application Recommendation

System Roles: PO

Application Recommendation

- Agenda
 - Application Recommendation Screen Search
 - Simple Search
 - Advanced Search
 - Bulk Actions
 - Review Results Table
 - Recommend Application

Create & Recommend Funding Memo

System Roles: PO

Create & Recommend Funding Memo

- Agenda
 - Funding Memo Screen Search
 - Review Results Table
 - Create Funding Memo
 - Bulk Create
 - Review Application Notes
 - Manage Project Abstract
 - Manage Project Assignments
 - Modify the Budget Worksheet
 - Recommend Funding Memo
 - Bulk Recommend

Questions?



Resources

- GMM User Manual - Chapter 2 Pre-Award Processing
- GMM User Manual - Chapter 3 Award Processing (for Budget Worksheet and Project Abstract)
 - Budget Worksheet: pages 44 – 49
 - Project Abstract: pages 72 – 76
- Application and Grant Notes
- GrantSolutions Project Assignments



Follow-Up Materials

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

<https://grantsolutions.getfeedback.com/r/vdnLJxSU>



Help Desk

- 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

Thanks for attending!

