

New Competitive Application Processing for the Grants Office

Indian Health Service (IHS)

August 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



Import or Upload Applications from Grants.gov



Manually Log, Submit, and Complete Applications



Manage Project Assignments



Create Application Notes



Perform Bulk Actions



Complete the Intake Review



Mark the Business Review as Complete

Agenda

- Introduction
 - What is GrantSolutions Grants Management Services?
 - System Roles and Actions
 - IHS New Competitive Application Workflow
- Import or Upload Applications from Grants.gov
- Manually Log, Submit, and Complete Applications
 - Return and Uncomplete

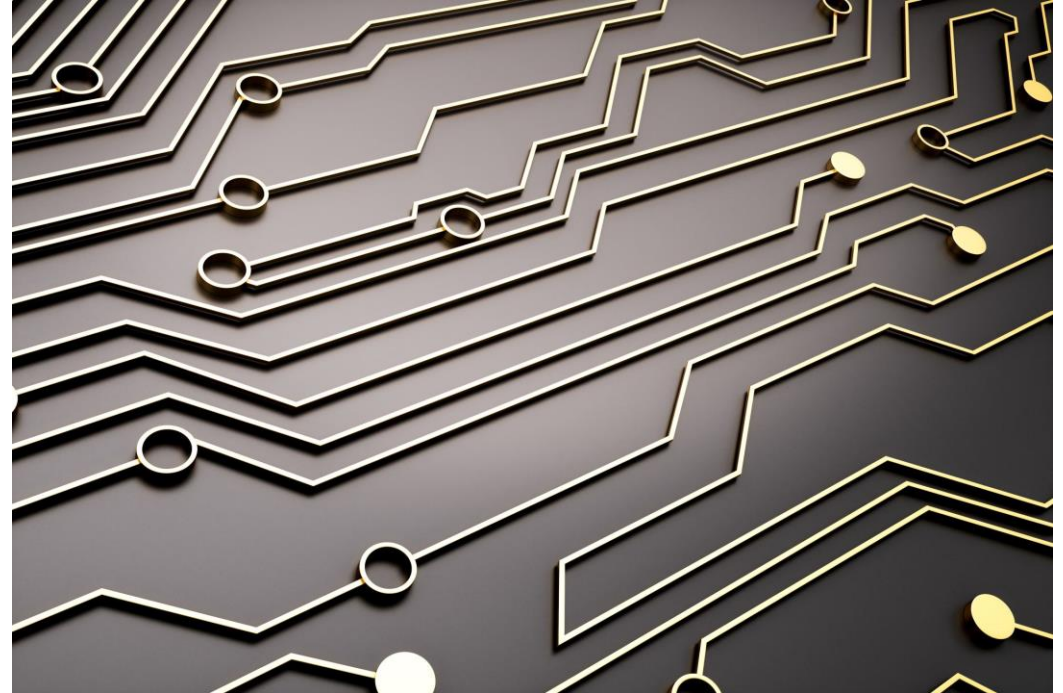
5 MINUTE BREAK

- Application Notes and Project Assignments
- Perform Intake Review
- Mark Business Review as Complete
- Q&A
- Resources
- Follow-Up Materials
- Help Desk



Introduction: What is GrantSolutions Grants Management Services?

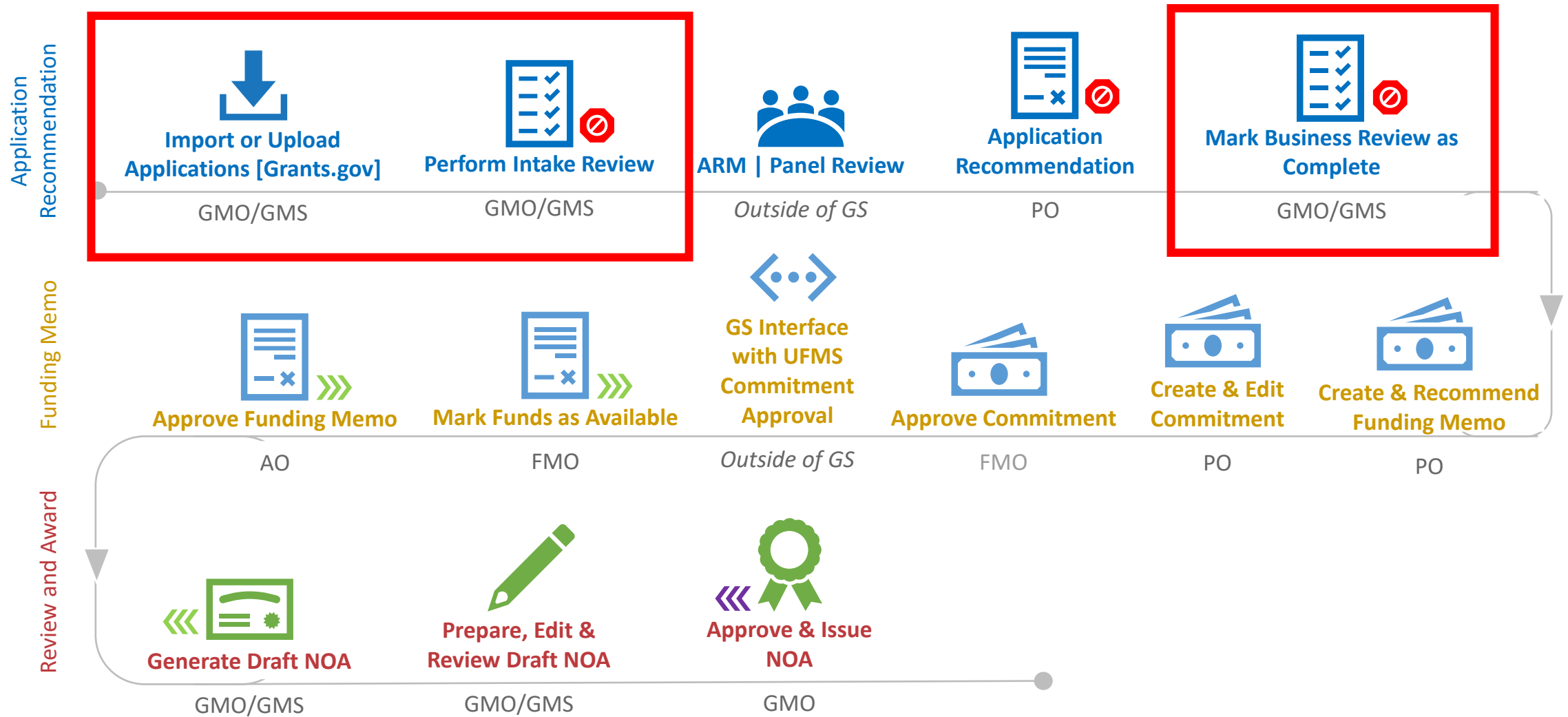
- GrantSolutions Grants Management Services is a comprehensive electronic grant processing system
 - Facilitates the Federal government's end-to-end grant-related activities from application receipt through closeout
- Role based system
 - Users may only perform tasks in the system if they have the appropriate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



Introduction: System Roles and Actions

- **Grants Management Officer (GMO)/Grants Management Specialist (GMS):**
 - Import or Upload Applications from Grants.gov
 - Manually Log, Submit, and Complete Applications
 - Uncomplete and Resubmit Applications
 - Manage Project Assignments
 - Create Application Notes
 - Perform Bulk Actions
 - Perform Intake Review
 - Mark Business Review as Complete

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.

Import or Upload Applications from Grants.gov

System Roles: GMO, GMS

Import or Upload Applications from Grants.gov

- Agenda
 - Search for Submitted Applications from Grants.gov
 - Transfer Application to New Announcement
 - Accept or Reject Application from Grant.gov Application Log

Manually Log, Submit, and Complete Applications

System Roles: GMO, GMS

Manually Log, Submit, and Complete Applications

- Agenda
 - Log a New Application
 - Search for Application on “Application Receipt and Logging” screen
 - Simple Search
 - Advanced Search
 - Enter and Submit the Application Package
 - Returning an Application
 - Verify Completion of the Application Package
 - Uncompleting an Application



5 Minute Break

Application Notes and Project Assignments

System Roles: GMO, GMS

Project Assignments

- Agenda
 - Application Notes
 - Access and Navigate the Application Notes screen
 - Add a Single Application Note
 - Project Assignments
 - Access and Navigate the Project Assignments screen
 - Benefits of using Project Assignments
 - Add a Single Project Assignments
 - Manage Assignments in Bulk

Perform Intake Review

System Roles: GMO, GMS

Perform Intake Review

- Agenda
 - Access and Navigate the Intake Review screen
 - Complete the Intake Review

Mark Business Review as Complete

System Roles: GMO, GMS

Mark Business Review as Complete

- Agenda
 - Search for Applications on “Application Recommendation” screen
 - Simple Search
 - Advanced Search
 - Add Bulk Note
 - Access and Navigate the Business Review screen
 - Mark the Business Review as Complete

Questions?



Resources

- GMM User Manual - Chapter 2 Pre-Award Processing
- 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/6EuO2mws>



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!

