

Welcome to GrantSolutions Grants Management Module (GMM)

United States Department of
Housing and Urban Development (HUD)
Grantee Training

Thursday, November 3, 2016
1:00pm

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The GrantSolutions Center of Excellence (COE)
Partner Services Training Department

Agenda

- Grantee Overview
 - Login
 - Navigation/Menu Bar
 - My Grants List Overview
- New Application Process
 - Locate Directed Announcement
 - Complete Application
 - Submit Application

Notifications

- **Directed Announcement Posted:** When a Directed Announcement is posted in the GrantSolutions Grants Management Module (GMM), the following staff within the targeted organization receives email notification:
 - Principle Investigator/Program Director (PI/PD)
 - Grantee Authorizing Official (ADO)
 - Applicant (no assigned role)
 - Guest (no assigned role)

- **Application Returned from Grantor:** When an application is returned for changes, email notification is sent to the following staff:
 - **New Applications**
 - (Existing Grantee) All individuals listed on the SF-424
 - (Applicant) All staff in the applicant organization

Notifications

- **Application Notes:** When a Correspondence Application Note is added in the GMM, the following staff **assigned to the grantee organization** receives email notification once the application is in the submitted status:
 - Principle Investigator/Program Director (PI/PD)
 - Grantee Authorizing Official (ADO)
- **Grant Notes:** When a Correspondence Grant Note is added in the GMM, the following staff **assigned to the grant** receives email notification:
 - Principle Investigator/Program Director (PI/PD)
 - Grantee Authorizing Official (ADO)
- **Award Notifications:** When an award is completed, notification is sent to the following staff:
 - Grantee Authorizing Official (ADO) assigned to the grantee organization
 - Principle Investigator/Program Director (PI/PD) assigned to grant
 - Grantee Financial Official (FO) assigned to the grantee organization

Notifications

- **Award Awaiting Acceptance:** When an award is awaiting acceptance, notification is sent to the following staff:
 - Grantee Authorizing Official (ADO) assigned to the grantee organization
 - Principle Investigator/Program Director (PI/PD) assigned to grant
 - Grantee Financial Official (FO) assigned to the grantee organization

Help & Support

Monday - Friday

8 a.m. to 6 p.m. ET

*Excluding Federal Holidays

help@grantsolutions.gov

1-866-577-0771