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
Applications 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