

# Recipient Actions: Introduction to GrantSolutions

2025

## Objectives

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

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Login to  
GrantSolutions

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View and Add  
Grant Notes

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View Grant  
Agreements

# Course Agenda



INTRODUCTION:  
WHAT IS GRANTSOLUTIONS?  
BENEFITS OF GRANTSOLUTIONS



OVERVIEW:  
- RECIPIENT ROLES IN  
GRANTSOLUTIONS  
- GRANT RECIPIENT USER ACCOUNT  
INFORMATION  
- RECIPIENT NOTIFICATIONS



SYSTEM DEMO:  
- GRANT MESSAGES  
-VIEW NOTICE OF AWARD AND  
AWARD HISTORY



Q&A

# Introduction

GrantSolutions: Information and Benefits

# Introduction: What is GrantSolutions?

- A grants management software platform that enables Federal agencies to manage grants and cooperative agreements through the entire award life cycle
- Role based system
  - Users may only perform tasks in the system if they have the appropriate assignments

# Introduction: Benefits of GrantSolutions

- GrantSolutions provides one system for Recipients to:
  - View or Print Notices of Award (NOA)
  - View Award History
  - Communicate with Grantors via Messages
  - Request Award Modifications using Manage Amendments
  - Apply to Non-Competing Continuations (NCCs)

# Overview

Recipient Roles, User Account Information, Notifications

# Recipient Roles

Role	Actions
Grantee Authorizing Official (ADO)	<ul style="list-style-type: none"><li>• Enter and Submit Non-Competing Applications/Amendments</li><li>• View Awards</li><li>• View and Create Messages</li></ul>
Principle Investigator/Program Director (PI/PD)	<ul style="list-style-type: none"><li>• Enter and Submit Non-Competing Applications/Amendments</li><li>• View Awards</li><li>• View and Create Messages</li></ul>
Grantee Support Staff	<ul style="list-style-type: none"><li>• Enter Applications/Amendment</li><li>• View Awards</li><li>• View and Create Messages</li></ul>
Financial Officer (FO)	<ul style="list-style-type: none"><li>• Enter Applications/Amendments</li><li>• View Awards</li><li>• View and Create Messages</li></ul>
Financial Officer Support (FSS)	<ul style="list-style-type: none"><li>• Enter Applications/Amendments</li><li>• View Awards</li><li>• View and Create Messages</li></ul>

# GrantSolutions User 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](mailto: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](mailto:help@grantsolutions.gov).

# GrantSolutions Email Notifications

Type	Description	Recipient
Grant Messages	<ul style="list-style-type: none"><li>• Correspondence from Grantor</li></ul>	<ul style="list-style-type: none"><li>• Grantee Authorizing Official assigned to the Recipient Organization</li><li>• Principle Investigator/Program Director assigned to the award</li></ul>
Award Notifications	<ul style="list-style-type: none"><li>• Occurs when an Amendment application is awarded</li></ul>	<ul style="list-style-type: none"><li>• Grantee Authorizing Official assigned to the Recipient Organization</li><li>• Principle Investigator/Program Director assigned to the award</li></ul>
Amendment Application Returned from Grantor	<ul style="list-style-type: none"><li>• Occurs when the Grantor returns an application so changes can be made</li></ul>	<ul style="list-style-type: none"><li>• Grantee Authorizing Official assigned to the Recipient Organization</li><li>• Principle Investigator/Program Director assigned to the award</li></ul>

# System Demonstration

Grant Messages, View Notice of Award and Award History

# Q&A

# Resources and Support

# Documentation Resources

- [Recipient Grants List and Details User Guide](#)
- [Grant Recipient Process Login.gov](#)
- [GrantSolutions GMM Recipient Notifications](#)

# 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](mailto:help@grantsolutions.gov)
  - **Phone:** 866-577-0771



Thank You