



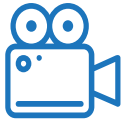
Recipient Actions

Health and Human Services (HHS) Office of the Inspector General (OIG)

Greetings



Before we start...



This session is being recorded. You will receive a follow-up email tomorrow with a link to view the recording.



The slide deck for today's training is located in the Resources section on the right-hand side of the screen.



Please complete the training survey, also located on the right-hand side of the screen. Your feedback matters!



Enter questions into the Q&A.



If you have issues with sound or are unable to see the screen, please exit and rejoin the webinar from a different web browser or try disconnecting from VPN.

Course Agenda

- GrantSolutions Overview
- System Training
 - Navigation and Applying to Directed Announcements
 - My Grants List and Grant Details
 - Managing Amendments
 - Grant and Application Messages
- Facilitated Q&A
- Resources and Support



**KEEP
CALM
HERE'S
THE
AGENDA**

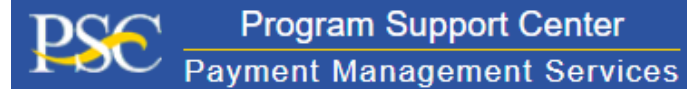
GrantSolutions Overview

GrantSolutions vs. PMS

GrantSolutions does not replace PMS.



Apply to directed announcements, view awards, and submit amendment requests for **HHS OIG**



Submit Federal Financial Reports (FFRs) for **HHS OIG**

Recipient Actions in GrantSolutions

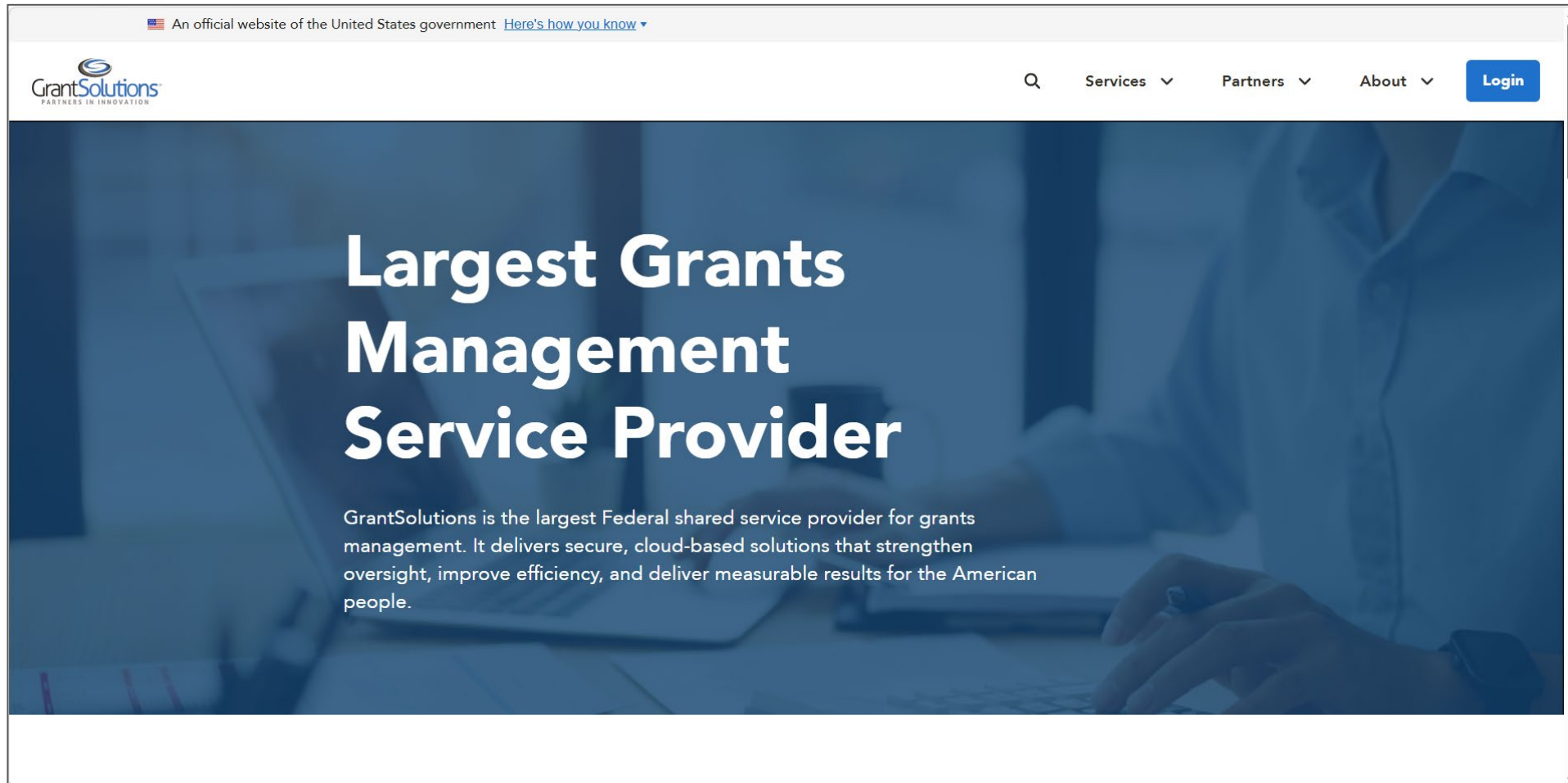
- Recipients use GrantSolutions to:
 - View and Apply to Notice of Funding Opportunities (Announcements)
 - View or print their Notice of Awards
 - View Award History (since FY26)
 - Communicate with Grantors via Grant or Application Messages
 - Request Award modifications using Manage Amendments

Account Information

- Recipients will be sent a Welcome Email with their GrantSolutions account information.
 - Emails will be sent to users **no later than Monday, June 1**, from no-reply@grantsolutions.gov, subject line: “Your GrantSolutions Account has been created”.
 - If you do not receive the GrantSolutions account creation email by close of business on June 1, please reach out to the GrantSolutions Help Desk at help@grantsolutions.gov.
- If you require any future changes to your GrantSolutions account, please submit only **Form 2** of the [Recipient User Account Request Form](#) to the GrantSolutions Help Desk at help@grantsolutions.gov.

GrantSolutions Public Website

<https://home.grantsolutions.gov/>



GrantSolutions Login Screen

Partnering to better serve the grants community.

GrantSolutions PARTNERS IN INNOVATION

ABOUT BENEFITS SERVICES PARTNERS NEWS

FAQS CONTACT US

Login

Login using one of the following methods

LOGIN.GOV
for Recipients & Grantors

AMS for Grantors

Don't have a GrantSolutions account? Request new user account.

GrantSolutions Username:

GrantSolutions Password:

Submit

Forgot username or password?

GrantSolutions Updates

Standard downtimes for security and system enhancements occur every Thursday from 9:00 pm ET until approximately 1:00 am ET on Friday.

Next Planned Downtime: April 1st, 2021

Current Issues

5 Known Issues

Unauthorized Access Warning

You are accessing a U.S. Government information system that is "For Official Use Only", which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only:

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Security Measures Frequently Asked Questions Grants Announcements

GrantSolutions Login.gov Documentation

- [Log into GrantSolutions Through Login.gov – GrantSolutions](#)
- [Creating a Login.gov Account – GrantSolutions](#)
- [Adding a GrantSolutions Email Address to a Login.gov Account - GrantSolutions](#)

Overview: GrantSolutions Recipient Roles

Role	Actions
Grantee Authorizing Official	Enter and Submit Amendments View Awards View and Create Messages Apply to Directed Announcements
Principal Investigator/Program Director (PI/PD)	Enter and Submit Amendments View Awards View and Create Messages Apply to Directed Announcements
Grantee Support Staff	Enter Amendments View Awards View and Create Messages Apply to Directed Announcements

Notes:

- **HHS OIG does not** require recipients to accept awards in GrantSolutions.
- Role assignment for active awards was based on information recipients provided to HHS OIG.
- The [Recipient User Account Request form](#) defines each Recipient role.
- Users with the PI/PD or grantee support staff roles must be assigned to a grant project by the Grantor to view grants.

Apply to a Directed Announcement: General Notifications

- **Announcement Posted:** When a Directed Announcement is posted in GrantSolutions, the following staff within the targeted organization receive an email notification:
 - Principal Investigator/Program Director
 - Grantee Authorizing Official
 - Applicant
 - Guest
- **Application Returned from the Grantor:** When an application is returned for changes, an email notification is sent to the following staff:
 - (Existing Recipient) All individuals listed on the SF-424
 - (Applicant) All staff in the applicant organization



Overview: General Notifications

- **Grant Messages:** When a Correspondence Message is submitted, the following staff receive an email notification:
 - Principal Investigator/Program Director assigned to the award
 - Grantee Authorizing Official assigned to the Recipient organization
- **Award Notifications:** When an amendment is awarded, notification is sent to the following staff:
 - Principal Investigator/Program Director assigned to the award
 - Grantee Authorizing Official assigned to the Recipient organization



Navigation and Applying to a Directed Announcement

Navigation and Applying to a Directed Announcement

- Agenda
 - Navigation
 - Apply for Directed Announcement
 - Revise a Returned Application

My Grants List and Grant Details

My Grants List and Grant Details

- Agenda
 - Review My Grants List
 - Review Grant Details

Managing Amendments



Managing Amendments

- Agenda
 - What are Amendments?
 - HHS OIG Recipient Amendment Types
 - Demo Initiating and Submitting an Amendment Application Request

Managing Amendments

- An amendment application is a post-award modification request to an award
- Amendment applications are initiated, edited, and submitted from the Manage Amendments screen
- Each amendment application once submitted, has an amendment application number associated



Managing Amendments

- Amendment types are:
 - Change in Grantee Address
 - Change in Principal Investigator/Project Director (PI/PD)
 - Budget Revision
 - Supplement

Grant and Application Messages

Grant and Application Messages

- Agenda
 - What are Grant and Application Messages?
 - Messages Features
 - Demo Grant and Application Messages
 - Message Threads
 - Exceptions and Errors

Grant and Application Messages



1. Ability to send, receive, and reply to messages
2. Create Message Threads
3. In-System alerts for unread messages
4. View historical grant and application messages
5. Ability to upload 5 files per message

Grant and Application Messages

The screenshot displays the 'Grants' section of the Grant Solutions interface. At the top, there are navigation tabs for 'Opportunities', 'Applications', and 'Grants'. Below the navigation, the current grant details are shown: '1D1BM45677' with a 'CURRENT APPROVED BUDGET' of '\$6,453,978.00'. A 'Create A New Grant Message' button is prominently displayed. Below this is a search bar labeled 'Search by Subject' and a 'Show Filters' button. The 'Message Threads' section shows a table with 5 message threads. The first thread is from Adam Smith, dated 09/12/2019, with the subject 'Please be advised that the new budget is now available for viewing.' The second thread is from Melanie Crusoe, dated 09/01/2019, with the subject 'Budget Information Again'.

AUTHOR	SUBJECT	CATEGORY	BUDGET YEAR / APPLICATION	DATE / TIME	ACTIONS
Adam Smith	Please be advised that the new budget is now available for viewing.	Budget Information	Budget Year: 1 1C12012001369	09/12/2019 01:23 PM EST	[Icon]
Melanie Crusoe	Budget Information Again	Budget Information	Budget Year: 1 1D12012001340	09/01/2019 08:15 AM EST	[Icon]

Create New Message

Upon selecting Create a New Grant/Application Message, the tool expands the window, allowing the recipient to create a new message, choose a category, enter a subject and message, attach up to 5 files, each up to 1GB, and **send the message to federal staff only**. An email will be sent to the receiver.

Search

Quickly search by subject only within the message thread of unread and read messages.

Filter

Filter based on date range, author, and category allows recipients to find specific messages. Recipients can filter by unread and read messages.

Message Thread

By default, you can view the most recent message in a message thread or show the results after applying search and filters. Each thread may include multiple replies. Recipients can read all messages and respond within the thread.

Message Thread Table: Author Column

Administration for Quidditch
Service Partner Org Name

Opportunities Applications **Grants**

Active
1D1BM45677
FAIN: 2101FLCCDF

10/01/2020 Current Budget Period: 10/01/2020 - 09/30/2023 (1 of 1) 09/30/2023

Details History Reports Amendments **Messages**

\$6,453,978.00
CURRENT APPROVED BUDGET

[View Notice of Award](#)

GRANT PROGRAM
Early Potions

PROJECT TITLE
EP-01

Grant Messages

[Create A New Grant Message](#)

Search and Filter Grant Messages

Search by Subject [Show Filters](#)

Message Threads 1

5 Message Threads Show 25 per page

AUTHOR	SUBJECT	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME	ACTIONS
Adam Smith +1	Please be advised that the new budget is now available for Show More	Budget Information	Budget Year: 1 1C12012001369	09/12/2019 01:23 PM EST	

- Author Column:
 - If a number is beside the author's name, it indicates more than 1 unique author has responded
 - If there is no number beside the name, it indicates that there is only one author
 - In either case, there may be multiple messages within a thread

Message Thread Table: Subject Column-Show More

Administration for Quidditch Service Partner Org Name

Opportunities Applications Grants

Active 1D1BM45677 FAIN: 2101FLCCDF

10/01/2020 Current Budget Period: 10/01/2020 - 09/30/2023 (1 of 1) 09/30/2023

Details History Reports Amendments Messages

\$6,453,978.00
CURRENT APPROVED BUDGET

View Notice of Award

GRANT PROGRAM
Early Potions

PROJECT TITLE
EP-01

Create A New Grant Message

Search and Filter Grant Messages

Search by Subject Show Filters

Message Threads 1

5 Message Threads Show 25 per page

AUTHOR	SUBJECT
Adam Smith +1	Please be advised that the new budget is now available for...

- Subject Column:
 - When reviewing the Subject, if the [Show More](#) hyperlink appears, recipients can select the hyperlink to view up to 500 characters of the message on the screen

AUTHOR	SUBJECT	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME	ACTIONS
Adam Smith +1	Please be advised that the new budget is now available for Show More	Budget Information	Budget Year: 1 1C12012001369	09/12/2019 01:23 PM EST	

Exception and Errors



Exception:

1. No Messages Found

- There are no messages currently associated with the grant/application.

Errors: (red text)

1. File Size Exceeds the Maximum Limit

- Maximum upload limit is 1GB; try reducing the file size.

2. Upload Failed

- Upload failed the virus scan; try reuploading the file once more to troubleshoot or upload a different file.

3. Unaccepted File Format

- Upload was not a file type supported by the system; file types supported for upload are included in information icon under “Choose Files to Upload” button.

4. Unaccepted File Name

- File name included a special character; save the file with a new name that does not include special characters.



Q&A

Resources

Accessing Recordings

- Attendees will receive a follow-up email that will contain a link to view the recording from today's session
- For anyone who could not attend today's session, the recording will be available for viewing here:
 - [Medicaid Fraud Control Units | Office of Inspector General | Government Oversight | U.S. Department of Health and Human Services](#)



GrantSolutions.gov

Janine,

Thank you for attending **Recipient Actions Training!**

[View Recipient Actions Recording](#)

If you have any additional questions, please reach out to the GrantSolutions Help Desk at help@grantsolutions.gov.

GrantSolutions

information@grantsolutions.gov

GrantSolutions & Login.gov Support: Recipient

GrantSolutions Help Desk

- Help@grantsolutions.gov or 866-577-0771
- General support requests such as account creation, system questions, tasks, etc.

Login.gov Help Desk

- 844-875-6446
- Troubleshooting GSA Login.gov accounts/passwords, issues with authentication or verification codes, problems with Login.gov credentials



Agency Point of Contact: Recipients

For answers to agency-specific questions that came up during training, please reach out to:

HHS OIG:

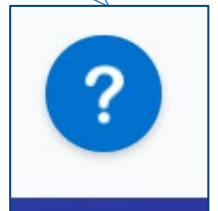
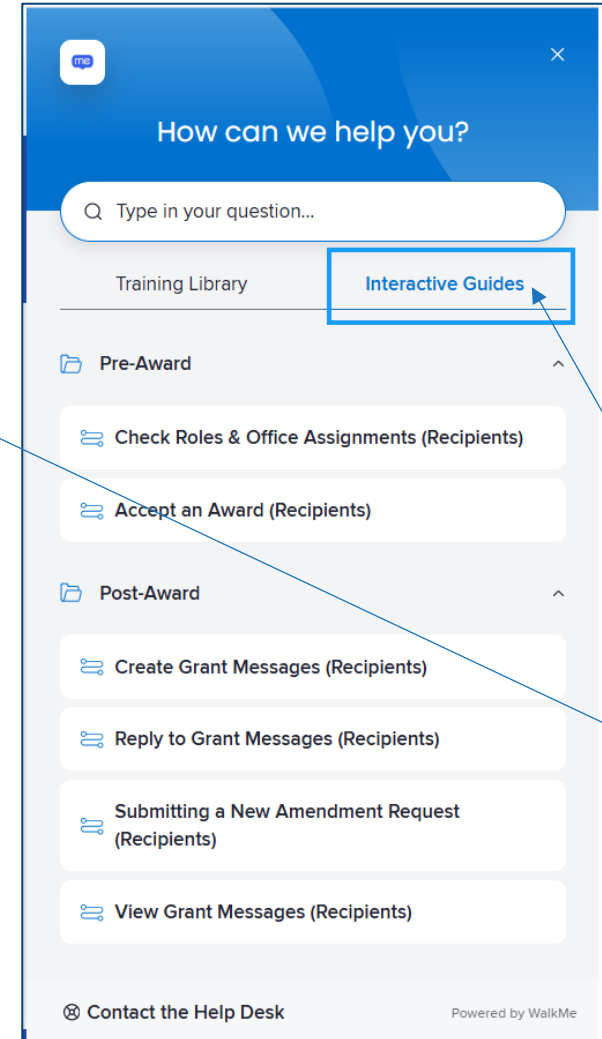
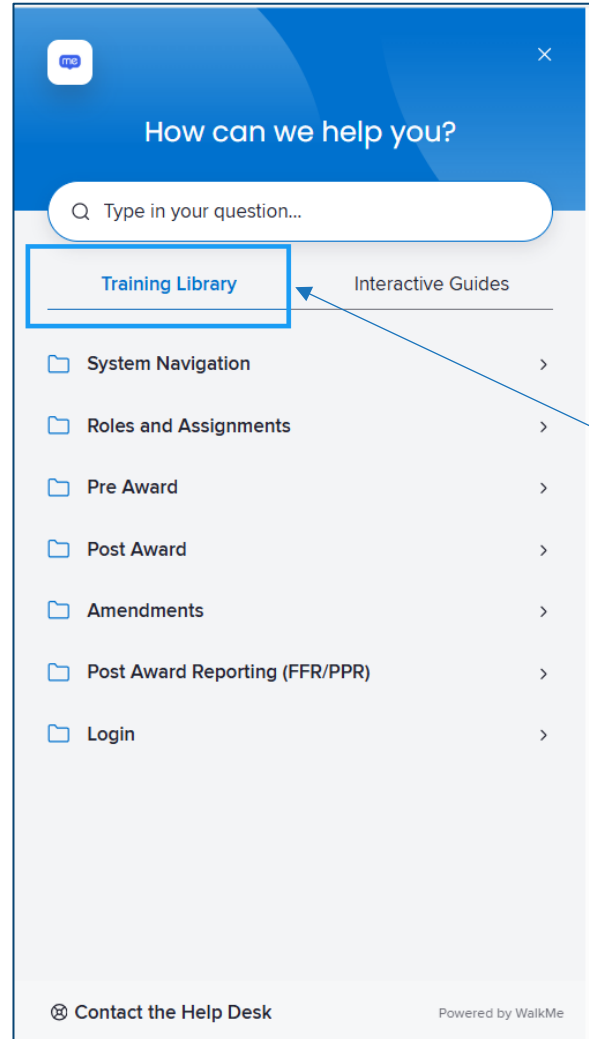
- Alexis Crowley - Alexis.Crowley@oig.hhs.gov



Resources: Documentation & Interactive Guides

Access all GrantSolutions **Documentation** and **Interactive Guides** from the “Question Mark” icon, located in the bottom-right corner of:

- Homepage
- Grants Management Services (GMM)



Training Survey

Please complete the training survey, located on the right-hand side of the screen.

We appreciate your feedback!



**Thank you for
attending!**