



Introduction

This document provides concise answers to some of the frequently asked questions (FAQs) related to the GrantSolutions (GS) Recipient Training on 10/7/20 and 10/8/20. This is not a complete list, only a partial list. A full FAQ will be coming in the future.

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Frequently Asked Questions and Answers

GrantSolutions Recipient Training 10/7/20 and 10/8/20

Question: How do we get the Rules of Behavior form?

Answer: You should have received an email with the form. You can access it from here as well:

<https://home.grantsolutions.gov/home/wp-content/uploads/2020/05/Grant-Recipient-User-Account-Request-Form-2019-Final-.pdf>

Question: Do we need to submit Rules of Behavior forms for each user we would like created?

Answer: Yes.

Question: How do I know which role I have?

Answer: If you don't know which role that you should have, please contact your grants office staff to discuss the correct role that you need. The trainer will describe which roles that you need to perform a specific function.

Question: If I already have a GrantSolutions account, do I need to submit a new request, or do I simply need to request access to DOI?

Answer: You need to submit the form again so that your account is set up for DOI.

In response to: Thank you. I did not receive an email.



Answer: You can contact fmbs_training@nps.com. You can access the form from here as well:

<https://home.grantsolutions.gov/home/wp-content/uploads/2020/05/Grant-Recipient-User-Account-Request-Form-2019-Final-.pdf>

Question: If we signed up for the wrong role, can that be changed? How?

Answer: Yes. You must submit another form to with the correct address.

Question: Does the authorizing official have to submit a separate form authorizing finance officer and project director to get user accounts?

Answer: No. You have the ability to select multiple role authorities on the form. However, for separate accounts, you must submit separate forms.

Question: Where do we get a copy of the PowerPoint presentation?

Answer: The PowerPoint and the recording to this training will be available on this site next week.

<https://www.doi.gov/grants/grantsolutions>

Question: Can you be listed as two different roles? For example, the program director submits financial reports also - does that person need to be a financial officer and program director?

Answer: Yes. One account can have multiple roles.

Question: Does GrantSolutions replace Grants.gov?

Answer: No, it does not.

Question: We have to change the password every time we login?

Answer: No. You will be required to change your password every 60 days.

Question: Can we use E-Signatures (DocuSign, for example) for the Rules of Behavior forms?

Answer: Yes, you can submit your Rules of Behavior form with an electronic signature.

Question: Submit a new application for each type? Could you submit a change for personnel and dates in the same application?



Answer: Yes. Please contact your grants officer for instructions on which amendment type to use.

Question: There is no amendment option for a budget amendment. Where do we go to request a change in budget?

Answer: It depends on the budget type...supplement is a request of additional funds. Does that help?

Not exactly. What if I simply want to rearrange the budget, I currently have without requesting additional funds?

Answer: There is an amendment type for that. I don't know which one that you will use. Your grants office staff can assist you identifying the correct amendment type.

Question: Follow-up on the Grant Numbers on the User Request Form: my grants office staff said they have no open Notice of Funding Opportunities, so they do not have a grant number to provide me. Can I put a number that has closed? They aren't sure if any of the old ones will transfer to Grant Solutions.

Answer: Yes. However, I'm not clear on the day when all awards will be migrated. If you need further assistance, please email help@grantsolutions.gov. NPS is scheduled to go live after 10/13/2020.

Question: What does "change in personnel" mean? Is that a change in the local sponsor?

Answer: Change in personnel allows you to change add a new grantee/recipient to the award record.

Question: I am confirming this system is for all DOI departments, not just NPS. However, this is a training for NPS grantees

Answer: All of DOI, yes. Not just NPS. All bureaus. Yes, this training is specifically for NPS.

Question: Is there a report that can be downloaded (possibly to Excel) for financial reporting due dates, as opposed to looking within each grant notecard?

Answer: The ability to download is not available.

Question: Can you have form unfinished and go back for amendments, or do you lose everything if not complete when working on the forms before submission?



Answer: You must save the form, otherwise you will lose the information that you entered.

Question: Will NPS want us to upload the SF-424 or enter it online?

Answer: Please contact your grants office support per financial assistance project as it may vary.

Answer: The preference is to enter everything. This way it flows to other places in the system. If uploaded as a PDF, it does not move the info forward in the system in some places. But yes, check with your specific region/project grants team.

Question: Can you have more than 1 PI for each award?

Answer: Yes, you can have more than one PI per award.

Question: What is an FFR?

Answer: The Federal Financial Report may be required for specific financial assistance project. Please inquire with your grants office support staff as it relates to your project.

Question: Does the reset take you back to the beginning or just recent changes?

Answer: It resets the form and removes all data entered by the Grant Recipient.

Question: Do all staff (PI, Financial officers etc.) see and have access to the same "in progress" reports?

Answer: Yes, they do.

Follow up Question: So, we can all modify and edit the same report?

Answer: Grant Recipients with the following roles can view, edit, and submit:

- Grantee Authorizing Official (ADO)
- Principle Investigator/Program Director (PI/PD) assigned to the Grant Project
- Financial Official (FO)



Grant Recipients with the Financial Support Staff role can edit and view the PPR, but not submit. The PPR/FFR is read-only for all other roles.

Question: Just for clarity, will GrantSolutions replace Grants.gov (competitive application submission system)? Will the Stateside Land and Water Conservation Fund program applications and the Outdoor Recreation Legacy Partnership program applications be submitted through GrantSolutions or Grants.gov? Thank you.

Answer: GrantSolutions is used for non-competitive applications. It does not replace Grants.gov. Please contact your grants office staff for further assistance when applying or amending an award.

Question: Can we attach a prefilled SF-425 instead of filling it in within the program?

Answer: No. You must complete the fields on the screen.

Question: I think that it would be extremely useful (if possible) in the second training to have an explanation, say, a GrantSolutions 101. I don't necessarily need to know how to fill out an SF-425 form at this point. I don't have an understanding as to what the point of the website is, which seems more important.

Answer: I'll take the note. The portion of the site (SF-425) is a reporting tool that is used by specific projects.

Question: Are LWCF grant applications done in Grants.gov or in GrantSolutions?

Answer: LWCF grant applications should still be done in grants.gov for now. Please reach out to your federal POC for clarity on this, though.

Answer: You may use one or both. Competed announcements go in Grants.gov (then go to GMM), single source and non-competed go directly into GMM. Check with your region's lead for more info please. (FA Lead)

Question: How do announcements arrive in the competing announcements list? Are they placed there by our federal point of contact?

Answer: This is correct.



Answer: Yes, these are created by your NPS federal point of contacts.

Question: Going forward, will Historic Preservation Fund grants to State Historic Preservation Offices be applied for in GrantSolutions or grants.gov?

Answer: These will be applied for in Grants.gov. Please reach out to your NPS federal point of contact for clarity if need be.

Question: If you apply for a competitive grant on grants.gov do we need to submit any report forms on Grants.gov or just in GrantSolutions?

Answer: You would submit reports in GrantSolutions.

Question: Who creates announcement for annual cooperative agreement? When is that created?

Answer: For the non-competitive annual cooperative agreements these will be created by the NPS federal points of contact for those agreements. The communication as to WHEN these are created and ready will remain the same as today, external to any system. Then you will go into this system to do the things you need to do, apply and manage your award.

Question: Is there any size limit for attachments?

Answer: No file size limits. The limit is really based on your internet connection (could time out).

Question: Where do we get a copy of the PowerPoint presentation?

Answer: The PowerPoint and the recording to this training will be available on this site next week.

<https://www.doi.gov/grants/grantsolutions>

Question: I submitted my user account request form on Oct. 2nd but haven't heard anything back. Do I need to do something else to get my account setup? Instructed to contact POC, but I submitted to helpdesk@grantsolutions.gov. Wouldn't it be helpdesk to assist with user account setup? How do I know who my POC is for this request - we have multiple awards? I'm missing something here:-)

Answer: Contact the GS Help Desk RE: the status of your request. A week is a long time, so I would ask again. help@grantsolutions.gov or call 202-401-5282 or 866-577-0771. The trainer will likely cover the help desk info at the end of her presentation. She covered account requests in part 1.



Question: Is there a way to check for errors in all forms simultaneously? Or is that shown under the "status" column?

Answer: There is not a way to see the actual errors simultaneously. You would need to look in the form to see what needs to be updated. The status column lets you that there is an error with the form or uploaded file.

Question: Do we get any notification that the grant administrator has added a note? Do we need to open the system to learn of a note?

Answer: You will receive an email from GrantSolutions when a note has been created for you to view. You will need to access the system to see the note and attachments.

Question: Who can submit the application package? We would really like to prohibit PIs from submitting their own proposals. Is there a way to only allow AORs to submit?

Answer: The PI/PD and ADO can submit the application package. I will take a note to see if this can be restricted.

Question: Location to access documentation, slides, and training materials?

Answer: Web site for recordings and FAQs and info: <https://www.doi.gov/grants/grantsolutions>