

## My Grants List

*Last updated: January 13<sup>th</sup>, 2014*

The purpose of this video is to show you the different components of the My Grants List, which is the first page you will see when you log into GrantSolutions.

All of your active grants should be displayed. If you would like to view both active grants and grants whose project period has expired, you can click on the "Show Expired Grants" link at the top of the page.

If you do not see any grants in your My Grants List or do not have all the grants you requested access for listed on the page, please contact your ACL grants management specialist. You may not be assigned the appropriate role for the grant(s) and, therefore, be unable to see them.

Next to each grant, you will see five links:

1. View NGA
2. Grant Notes
3. Send Message
4. History
5. Manage Amendments

Let's start with "View NGA". If you click view NGA, a PDF of the most recent Notice of Award will open (0:20 to 0:33 of video).

Next, let's look at "Grant Notes" (0:34 to 1:04 of video).

- When you click "Grant Notes", you will see a list of existing Grant Notes for this grant. You can search existing notes or add new notes.
- This is where ACL discretionary grantees will go to submit your programmatic performance reports and financial reports.
- A separate video tutorial like this ("Adding Grant Notes") is available that covers the process for creating Grant Notes.
- To return to the My Grants List screen, you will click "Cancel"

Next is "Send Message" (1:05 to 1:52 of video).

- This will allow you to send a message to specific ACL staff that may be associated in some way with this award.
- The dropdown list of individuals is pre-populated, so you cannot type in an email address.
- Once you have typed the message, you will select "Send".
- The individual you sent the message to should receive the message in an auto-generated email from GrantSolutions.
- It is important to note that messages sent through Send Message are not saved in GrantSolutions. So instead of using the Send Message feature in GrantSolutions, grantees may

prefer to communicate with ACL staff via regular email, which could be saved by the sender (you) or the sendee (ACL staff).

- We will click “Cancel” to leave the send message screen and return to My Grants List.

Next is “History” (1:52 to 2:13 of video).

- This link allows you to view some of the history of this grant award, such as the application, previous notices of award, etc.
- There are no specific actions that you can take on this screen. This only allows you to view the history.
- We will click “Close” to return to the My Grants List.

The final link in this list is “Manage Amendments” (2:15 to 2:30 of video).

- Amendments are revisions to grant awards, such as no cost extensions or carryovers.
- When you click on “Manage Amendments”, you will see a list of any amendments in process for this grant. You can click on the links to view different components of the submitted grant amendment.
- A separate video (“Requesting Amendments”) is available to assist ACL grantees who would like to request a grant amendment.