

April 26, 2016

Hello,

All non-research grantees that were listed as Authorizing Officials or PI/PDs on a Notice of Award (NOA) prior to your transition to GrantSolutions should now have access to the system. You are able to do Non-competing continuations (NCC) and Federal Financial Reports (FFR) in the system. Later in 2017, you will be able to submit amendment actions. We will let you know soon when amendment action functionality will be available.

We know there are some account requests still pending and some instances of multiple accounts that require reconciliation. We will resolve these issues as soon as possible.

If you are an Authorizing Official or PI/PD from an official NOA and did not receive an account or access, please contact the GMM Help Desk with your grant number and the role you need.

GrantSolutions Help Desk

[help@grantsolutions.gov](mailto:help@grantsolutions.gov)

1-866-577-0771

8:00AM to 6:00PM EST

Monday-Friday

You should follow one of the procedures below if you need access to a grant but are not listed on the NOA.

1. IF you do not have an existing GMM account THEN you need to fill out a [new user access form](#) and follow the directions in the document. You will receive 2 automated emails from the GrantSolutions Center of Excellence after the Grants Management Specialist for your grant approves the account. This process primarily applies to people who want a Grantee Financial Official role or an additional PI/PD assigned to the grant. You should watch the [training videos](#).
2. IF you already have a GMM account, perhaps for another federal grant THEN you need to send an email to the GMM Help Desk with the grant(s) number and the role you need to have. This email MUST include a concurrence from the grant's AO or PI or the email can come from the AO or PI/PD on your behalf. Contact your Grant Management Specialist if you have already filled out a form but not yet received an account. .

You can visit the [GrantSolutions for Grantees](#) webpage for more information or send questions to [GrantSolutionsinfo@cdc.gov](mailto:GrantSolutionsinfo@cdc.gov).

Thank you,

