

March 17, 2016

Hello,

You are receiving this email because you have a non-research grant or cooperative agreement with the Agency for Toxic Substances and Disease Registry or one of the following CDC Centers, Institutes, or Offices (CIO):

- National Center for Environmental Health (NCEH)
- National Center for Health Statistics (NCHS)
- Office of the Director (OD)
- National Institute for Occupational Safety and Health (NIOSH)

CDC is transitioning to a new grants management system called GrantSolutions. You can see the first communication about this transition [here](#) if you missed it previously.

You will get access to the GrantSolutions Grants Management Module by April 4, 2017 and be able to access grant files for your grants if they come from one of the CIOs listed above. CDC is transitioning Non-Competing Continuation applications (NCC), Federal Financial Reports (FFR), and post-award amendment actions to the Grants Management Module in 2017. NCCs and FFRs are first and post-award amendment actions will happen later in 2017.

In this email:

- [Accessing Your Grant](#)
- [Training](#)
- [Non-Competing Continuations \(NCC\) and Federal Financial Reports \(FFR\)](#)
- [Getting Help](#)

The [GrantSolutions for Grantees](#) webpage will have the most up-to-date information for you during this transition period. You can email questions to GrantSolutionsInfo@cdc.gov.

Accessing Your Grant

Outlined below is how you will receive access to your grant or grants. You will receive your account information and grant access between **March 20 and April 4, 2017**.

You should fall into one of the following four situations:

1. If your name is listed on the official Notice of Award but you have never used the GrantSolutions Grants Management Module (Authorizing Official and PI/PD); **then** you will receive two automated emails from the GrantSolutions Center of Excellence (COE) when your first grant becomes available. One will contain your log in and the other a temporary password.

-You will automatically receive access to your other CDC/ATSDR non-research grants as the rollout happens. However, you will not be notified by the COE after the first one. The GrantSolutions Project Management Office will communicate with you as each new Center, Institute, or Office (CIO) opens access. You will get an email like this one when you receive access to grants from additional Centers, Institutes, or Offices (CIOs), if you have grants in more than one CIO.

-You should watch the [training videos](#).

-You should contact the GrantSolutions Help Desk if you do not receive your account information by April 4. Include your grant number in your email to the Help Desk: help@grantsolutions.gov or 866-577-0771.

2. If your name is listed on the official Notice of Award **and** you have an existing account in the GrantSolutions Grants Management Module. For example, you might be using it for a grant with another agency; **then** you will not receive any official notification from the GrantSolutions COE.

-Your grants will automatically appear in your My Grants section within the Grants Management Module as the rollout happens.

-You do not have to take any action.

-You should contact the GrantSolutions Help Desk if you do not receive access to your grants in GMM by April 4. Include your grant number in your email to the Help Desk: help@grantsolutions.gov or 866-577-0771.

3. If your name is not listed on the official Notice of Award but you would like access and you have never used GrantSolutions; **then** you need to fill out a [new user access form](#) and follow the directions in the document. You will receive two automated emails from the GrantSolutions Center of Excellence after your CDC grants management specialist 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](#).

-You can send in your form on or after April 4.

4. If your name is not listed on the official Notice of Award but you already have a Grants Management Module account, perhaps for another federal grant; **then**, you need to send an

email to GrantSolutions Help Desk with the grant number and the role you need to have. Here is a sample email: My name is << name>>. I work at << organization>>. I would like to be assigned to << grant number(s)>> as a << role>>. The Help Desk email is help@grantsolutions.gov

-This email MUST include a concurrence from the grant's AO or PI or the email can come from one of them on your behalf.

-This process primarily applies to people who want a Grantee Financial Official role or an additional PI/PD assigned to the grant.

-You can send this email on or after April 4.

Training

Your training is online. There are [two getting started training videos](#) related to post-award actions:

Session 1: Introduction to GrantSolutions for Grantees (~ 10 mins)

- Overview
- Account Management
- Screen Navigation

Session 3: GrantSolutions Post-Award Activities for Grantees (~ 15 mins)

- Using My Grants List
- Managing and Processing Amendments
- Non-competing Continuations
- Directed Supplements

The Session 2 video: Pre-Award Activities for Grantees does not apply to CDC grantees.

There are [three Federal Financial Reports training videos](#):

- Introduction to Federal Financial Reports for Grantees (6 minutes)
- Modify Submitted Federal Financial Reports for Grantees (3 minutes)
- View the Federal Financial Report for Grantees (2 minutes)

The Center of Excellence's [Support page](#) has FAQs. Once you have access you will find these documents inside the Grants Management Module:

- A Grantee Guide

- QuickSheets
 - Federal Financial Report
 - Carryover Amendment
 - Grant Notes – Upload the SF-425

Non-Competing Continuations (NCC) and Federal Financial Reports (FFR)

Non-competing continuations

Your grants management specialist and project officers are working together to determine where your NCC application solicitations will be published and will communicate that to you. They are working diligently to move as many NCC solicitations as possible into the Grants Management Module. Check with your grants management specialist or project officer if you are unsure about your NCC application due date or submission channel.

Federal Financial Reports

If your final FFR is due before you have access to GMM; **then** submit it by email or hard copy to your grants management specialist.

If your final FFR is due after you have access to GMM; **then** submit it through GMM according to the GMM schedule which is 90 days after the end of the budget period. Do not submit it through eRA Commons nor by email.

If you have an interim FFR due as part of a NCC application; **then** submit the interim FFR as part of the NCC application.

Getting Help

You can get help from several different places depending on what you need.

| Issue | Contact | Example |
|-------------------------------|---|--|
| Technical | GrantSolutions Help Desk help@grantsolutions.gov 1-866-577-0771 8:00AM to 6:00PM EST Monday – Friday | <ul style="list-style-type: none"> • Forgot your password • Log in error • Cannot see a grant |
| Programmatic or Policy | Your project officer or grants management specialist. Their names are on your Notice of Award. | <ul style="list-style-type: none"> • Submission deadlines • Non-competing continuation (NCC) content • Federal financial report (FFR) content |
| Transition | CDC’s GrantSolutions Office: grantsolutionsinfo@cdc.gov | <ul style="list-style-type: none"> • Grant transition schedule • Who will get an account • Roles in the system |

Here is a [Help Desk Flyer](#) you can print to have at your desk.