

Note to readers: This email was distributed to all grantees who are listed as an Authorizing Official or Principal Investigator/Program Director on a CDC/ATSDR non-research Notice of Award as of November 29, 2016. It was sent via GovDelivery using email addresses associated with the award.

Date: December 9, 2016

Subject: CDC/ATSDR transitioning non-research grantees to GrantSolutions

Hello,

You are receiving this email because your name is listed as an Authorizing Official or Principal Investigator/Program Director on a non-research grant or cooperative agreement with the Centers for Disease Control and Prevention (CDC) or the Agency for Toxic Substances and Disease Registry (ATSDR).

CDC and ATSDR have transitioned to a new system for managing non-research grants and cooperative agreements called GrantSolutions. The Grants Management Module is one piece of the GrantSolutions system that allows online access to grant files and allows pre-award, award, and post-award actions to be done online. In early 2017, you will begin using the Grants Management Module to carry out two grant functions: Non-competing continuations (NCC) and Federal Financial Reports (FFR).

This is your first in a series of emails with information that will prepare you for the Grants Management Module.

In this email:

- Integration Schedule
- Information Webinars for Non-research Grantees
- Training and Grantee Roles
- Getting Help
- Next Steps

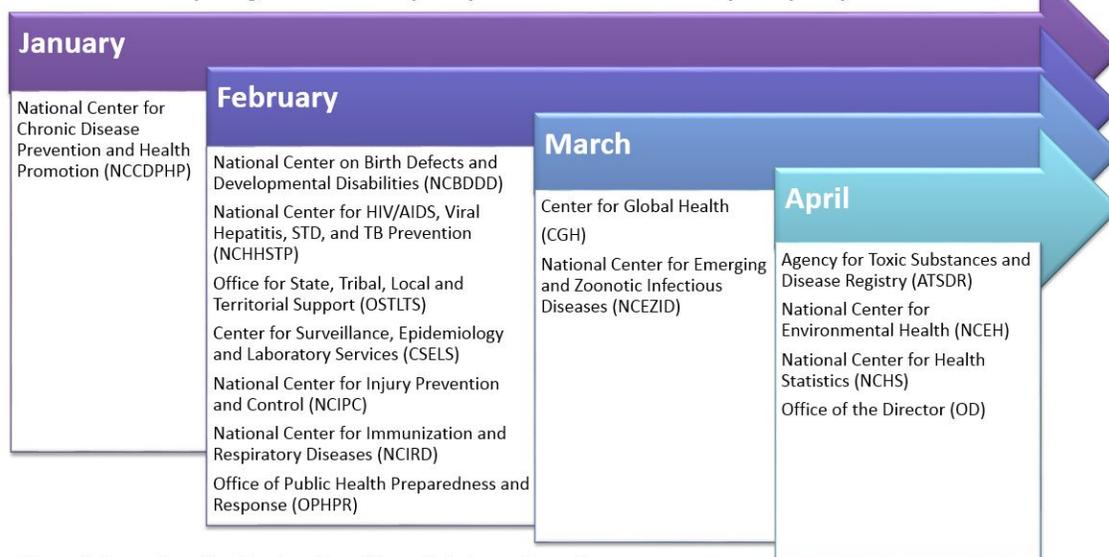
You can email questions to grantsolutionsinfo@cdc.gov.

Integration Schedule

Your grants management will transition into the Grants Management Module based on the schedule below. We are rolling out access on a staggered timeline based on the CDC/ATSDR Center, Institute, or Office (CIO) that awarded your funding.

GrantSolutions Grantee Integration 2017

Phase 1: Non-competing continuations (NCCs) and Federal Financial Reports (FFRs)



 Phase 2: Amendment action functionalities will be turned on after a successful rollout of NCCs and FFRs to all non-research grantees.

11.3.16

You can find more details on this [GrantSolutions for Grantees](#) webpage. You should use this site as your central information resource during this process.

Information Webinars

CDC's GrantSolutions Project Management Office is hosting two webinars for non-research grantees to share information and answer questions. The information at each session is the same. Please attend the one that best fits your schedule. You do not have to register ahead of time.

- December 15, 2016 11:30 am – 12:30 pm EST [Webinar link](#)
Toll Free Dial-in: (855) 644-0229 ID:1964938
- January 5, 2017 2:00 – 3:00 pm EST [Webinar link](#)
Toll Free Dial-in: (855) 644-0229 ID:1964938

Training Requirements and Grantee Roles

Training

Your training is online. There are five videos that will take less than 40 minutes to watch.

[Two getting started training videos](#) related to post-award actions:

- Session 1: Introduction to GrantSolutions for Grantees (~10 minutes)
- Session 3: GrantSolutions Post-Award Activities for Grantees (~15 minutes)

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

[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)

Grantee Roles

Below are the grantee roles in the system. You can have more than one role if necessary.

- Administrative Official (ADO)
 - Listed as the Authorizing Official on the Notice of Award
 - Submits Federal Financial Reports (FFRs), and can view and submit amendments
 - Has access to all grants for the organization
- Program Director/Principal Investigator (PI/PD)
 - Can view and submit applications and amendments, enter FFR data, and submit a FFR
 - Has access to grants which you are listed as the PI/PD
- Grantee Financial Official
 - Can view awards and submit a FFR

Additional details about account access can be found on the [GrantSolutions for Grantees](#) webpage and will be included in the next email you receive from us.

Getting Help

Changing business processes can be challenging, but there are resources and people available to help you. 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	<ul style="list-style-type: none"> • Forgotten password • Log in error • Cannot see a grant
	8:00AM to 6:00PM EST Monday – Friday	
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
Integration	CDC’s GrantSolutions Office: grantsolutionsinfo@cdc.gov	<ul style="list-style-type: none"> • Schedule • Who will get an account • Roles in the system

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

Next Steps

We will send you another email closer to the time of your grant or grants being available in the Grants Management Module. This email will provide details about your account access.

You can begin reviewing the [training videos](#).

You can look at the information and resources on CDC’s [GrantSolutions for Grantees](#) webpage.