

**Note to readers:** This email was distributed to all grantees listed as an Authorizing Official or Principal Investigator/Program Director on a NCCDPHP non-research Notice of Award as of December 11, 2016. It was sent via GovDelivery using email addresses associated with the award.

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Date: December 16, 2016

Subject: CDC/ATSDR non-research grantee access to GrantSolutions

Hello,

You are receiving this email because you have a non-research grant or cooperative agreement with CDC's National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP). CDC is transitioning to a new grants management system called GrantSolutions. You can see the initial communication about this transition [here](#) if you missed it previously.

There is an informational webinar for the agency's non-research grantees January 5, 2017, from 2-3 p.m. EST:

- [Webinar link](#)
- Toll Free Dial-in: 855-644-0229, ID 1964938.

The information will be the same as the December 15 webinar. You do not need to attend the January 5 session if you attended on December 15.

In January 2017 you will get access to the GrantSolutions Grants Management Module and be able to access grant files for your NCCDPHP grants. 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 and Federal Financial Reports](#)
- [Getting help](#)

The [GrantSolutions for Grantees](#) webpage will have the most up-to-date information for you during this transition period.

## Accessing Your Grant

The table below outlines how you will receive access to your grant or grants. You should get your account information and grant access between January 4 and 10, 2017.

IF	THEN	NOTE
<p>Your name is listed on the official Notice of Award <u>but</u> you have never used the GrantSolutions Grants Management Module (Authorizing Official and PI/PD)</p>	<p>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 grants as the rollout happens. However, you will not be notified by the COE after the first one.</p> <p>The GrantSolutions Project Management Office will communicate with you as each new Center, Institute, or Office (CIO) opens access. You will get an email when you receive access to grants from additional CIOs, if you have grants in more than one CIO.</p> <p>You should watch the <a href="#">training videos</a>.</p>	<p>You should contact the GrantSolutions Help Desk if you do not receive your account information by January 12. Include your NCCDPHP grant number in your email to the Help Desk: <a href="mailto:help@grantsolutions.gov">help@grantsolutions.gov</a> or 1-866-577-0771.</p>
<p>Your name is listed on the official Notice of Award <b>and</b> you have an existing account in the GrantSolutions Grants Management Module.</p> <p>For example, you might be using it for a grant with another agency (Authorizing Official and PI/PD)</p>	<p>You will not receive any official notification from the GrantSolutions COE. Your CDC/ATSDR grants will automatically appear in your My Grants section within GMM as the rollout happens.</p> <p>The GrantSolutions Project Management Office will email you just prior to each cycle to let you know when your grants will be available in the system.</p> <p>You do not have to take any action.</p>	<p>You should contact the GrantSolutions Help Desk if you do not receive access to your NCCDPHP grants in GMM by January 12. Include your NCCDPHP grant number in your email to the Help Desk: <a href="mailto:help@grantsolutions.gov">help@grantsolutions.gov</a> or 866-577-0771.</p>
<p>Your name is not listed on the official Notice of Award but you would like access (Business Official)</p>	<p>You need to fill out a <a href="#">new user access form</a> and follow the directions in the document. You will receive two automated emails from the GrantSolutions Center of Excellence after your CDC grants</p>	<p>You can send in your form on or after January 11.</p>

IF	THEN	NOTE
	<p>management specialist approves the account.</p> <p>This process primarily applies to people who want a Grantee Financial Official role.</p> <p>You should watch the <a href="#">training videos</a>.</p>	
<p>Your name is not listed on the official Notice of Award but you already have a GMM account, perhaps for another federal grant (Business Official)</p>	<p>You need to contact the grants management specialist listed on your Notice of Award and ask to be assigned to your CDC/ATSDR grant. Your access will still follow the <a href="#">integration schedule</a>. This process primarily applies to people who want a Grantee Financial Official role.</p>	<p>You can contact your grants specialist about an account on or after January 11.</p>

You will receive additional emails like this one if you have grants or cooperative agreements from other Centers, Institutes, and Offices at CDC/ATSDR. These notifications will follow the agency's Grants Management Module [integration schedule](#).

## 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
- Quick Sheets
  - Federal Financial Report
  - Carryover Amendment
  - Grant Notes –Upload the SF-425

## Non-Competing Continuation (NCC) and Federal Financial Reports

### Non-competing continuations

Your grants management specialist and project officers are working together to determine where your NCC application solicitations will be published and they 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	THEN
Your final FFR is due <u>before</u> you have access to GMM	Submit it by email or hard copy to your grants management specialist
Your final FFR is due <u>after</u> you have access to GMM	Submit it through GMM according to the GMM schedule which is 90 days after the end of the budget period. <u>Do not</u> submit it through eRA Commons nor by email.
You have an interim FFR due as part of a NCC application	Submit the interim FFR as part of the NCC application

## Support and Contacts

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

### Grantee GrantSolutions Help

Issue	Contact	Example
<b>Technical</b>	GrantSolutions Help Desk <a href="mailto:help@grantsolutions.gov">help@grantsolutions.gov</a> 1-866-577-0771 8:00AM to 6:00PM EST Monday – Friday	<ul style="list-style-type: none"> <li>• Forgotten password</li> <li>• Log in error</li> <li>• Cannot see a grant</li> <li>• Did not receive an account</li> </ul>

Issue	Contact	Example
<b>Programmatic or Policy</b>	Your project officer or grants management specialist. Their names are on your Notice of Award.	<ul style="list-style-type: none"> <li>• Submission deadlines</li> <li>• Non-competing continuation (NCC) content</li> <li>• Federal Financial Report (FFR) content</li> </ul>
<b>Integration</b>	CDC's GrantSolutions Office: <a href="mailto:grantsolutionsinfo@cdc.gov">grantsolutionsinfo@cdc.gov</a>	<ul style="list-style-type: none"> <li>• Schedule</li> <li>• Who will get an account</li> <li>• Roles in the system</li> </ul>

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