

Getting Started – GrantSolutions

Last updated: January 13th, 2014

The purpose of this video is to assist ACL discretionary grantees in obtaining a new GrantSolutions user account or making changes to an existing GrantSolutions user account.

GrantSolutions is an end-to-end grants management system. As of October 1st, 2013, all ACL discretionary grantees are required to use GrantSolutions to:

- view and manage their organization’s grant information;
- submit program and financial reports; and
- to request grant amendments, such as carryovers and no cost extensions

To request or edit a GrantSolutions account, you will need to complete the GrantSolutions account request form.

To find this form, you go to www.grantsolutions.gov (0:45 of video).

You’ll scroll to the bottom of the screen, where you will see a link that says “Getting Started – Request a User Account” (0:55 to 1:05 of video).

Scroll down to the grantee user heading and click on the “Grantee User Account Request Form” to open the form (1:06 to 1:15 of video).

Please read the instructions on the first page carefully. If you have any questions about these instructions, please contact the GrantSolutions Helpdesk at the phone number or email address listed in the instructions (1:15 to 1:25 of video).

If you are requesting a new GrantSolutions User Account, you would complete the following information (1:27 to 2:26 in video):

- Select “New Account”
- Select “Department of Health and Human Services”
- Select your role (i.e. Project Director/Principle Investigator, Support Staff, etc.)
- List your organization’s name and location
- List the grant(s) you need access for (as the role you selected)
- You will then complete your name, title, and contact information
- Finally, you will need to put the name of the Authorizing Official, their title, and have him/her sign the form

On the next page, you will read the security policy and, if you agree, print and sign the form, and enter the date

You will submit the form by fax or by email (as a scanned attachment) to the GrantSolutions helpdesk. (2:27 to 2:47 of video).

When the account has been created, you will receive two emails – one with your user name and one with your temporary password. If you do not receive these emails in 3-4 business days, please contact the GrantSolutions Helpdesk for assistance (2:48 to 3:04 of video).

Once you receive your username and password, you will do the following (3:05 to 3:54 of video):

1. Go to www.grantsolutions.gov
2. Click on “Log Into GrantSolutions”
3. Type in your username and temporary password

You will then be prompted to change your password. Please read the password instructions carefully before changing your password. Please note that your username and password are case sensitive. If you ever forget your username or password, there is a link on the log in page that you can click.

Once you log in, if you do not see the grants that you should be assigned to in your My Grants List (as shown), you should contact your ACL grants management specialist for assistance. You may not be appropriate assigned to that grant and, as a result, may not be able to view the grant.