



New Grantee First Steps

Now that you have been awarded funding from the Denali Commission your organization will need to have a Dun & Bradstreet (DUNS) number, be registered with the Federal Government in the Central Contractor Registry (CCR) and register with GrantSolutions.

If you are not sure if your organization has a DUNS and/or CCR number you can go to www.SAM.Gov and go to the "Search SAM" section where you can enter your organization's name and verify your registration.

Registration with GrantSolutions required two steps; first you will register as a new organization and then you will create a grantee account.

You only need to register with GrantSolutions one time; if your organization has ever received a grant from the Denali Commission your organization is already registered and you do not need to register again.

If you are not sure if your organization has previously registered with Grantsolutions, you can contact the Help desk at help@grantsolutions.gov to find out.

Step by step instructions for registering as a new organization in GrantSolutions and/or creating a grantee user account as available at <https://home.grantsolutions.gov/home/home/customer-support/getting-started/>.

GrantSolutions Contact Information

866-577-0771

help@grantsolutions.gov

Hours: Monday-Friday 8 am to 6 pm ET

Once you have a DUNS number, are in CCR, and have registered with GrantSolutions you are ready to apply for a funding Announcement.

Apply for an Announcement

To access an Announcement: Click [Funding Opportunity](#)

The Funding Opportunity screen provides Grantees with general announcement information, and access to all application kit materials in order to view and print application forms. In addition, the Funding Opportunity screen provides The GrantSolutions Application Control Checklist which displays all application forms that should be downloaded and/or completed online in order to apply for an announcement.

A list of Non-Competing and Competing Announcements that are available for applicants will appear. For each announcement, the Program Office, Grant Program, Application Due Date and Announcement Type will appear. Click on the [Apply](#) link to apply for the announcement.

The GrantSolutions Application Control Checklist screen will appear listing all Adobe pdf forms and online forms that must be completed in order to respond to an announcement.

The application kit varies for each program. *(Your application kit will be directed by the Program Area and may not contain all of the documents listed below.)*

- Grant Announcement
- Information for the Applicant
- Online Forms (SF424 v2, SF424a, , SF424b, and SF424d)
- Additional Information to be Submitted
- Proof Filing
- Statues/Regulations

The following provides specific details on how to complete the forms and how to submit them in GrantSolutions.

-To enter a narrative, click on the [Enter Comments](#) link. A window allowing comments regarding the narrative upload appears. Up to 80 characters of text may be entered. Click on *Save* to save the comments or *Close* to close the comments without saving. Narratives can be uploaded in the Attachments located to the right of the Enter Comments section.

-To enter an Application for Federal Assistance (SF424 v2), click on the [Enter Online](#) link the "SF424 (Version 2) - Edit" window will appear. A **red asterisk (*)** indicates fields that are required unless those fields are shaded out or do not allow entry. In those cases, the information is pre-populated from the announcement or not relevant. Click on the [Save](#) link to save entered data. Once all data is entered, click on the [Validate](#) link to validate the form and ensure that all required fields have been completed and all calculations have been cross- checked and verified. The validation process requires many of the SF424 budget forms to be cross-checked against each other; thus, error

messages indicate which fields are being validated with fields on other forms. A list of all SF424 forms subject to validation are displayed on the "GrantSolutions Application Control Checklist".

-Upload an Attachment. Attachments can be uploaded for any online form that displays the Attachments area to the right of the online form. Click on the [Uploaded Files](#) link to upload an attachment. Click on the [Upload Attachment](#) box to open the "Attachment - Upload" window. Type in a description of the attachment. Click on the Browse button to choose the attachment from your local pc, select the file, and click on Open to return to the "Attachment - Upload" window. Finally, click on the [Attach](#) button to attach the file or [Cancel](#) to cancel the attachment and return to the Attachments window. Additional attachments can be attached in the same manner as the first attachment. Attachments can be viewed or removed by clicking on the [View](#) and [Remove](#) links. After all attachments are attached, click on the [Close](#) button to return to the "GrantSolutions Application Control Checklist" window.

-All online forms requiring a submission will display a red triangle with an exclamation point  if no entry has been made. Entry should be made for these forms.

-All online forms requiring validation will display a red **X** indicating that the form has saved but not validated. Validation must be completed for these forms.

-All online forms having data entered and completed validation will display a green checkmark  to indicate that data was entered and as required was validated.

-All online forms should be saved and validated before submitting the application; thus the green checkmark is a visual aid to assist applicants in assuring completeness before submission.

- The [Print Application](#) allows applicants to print the application as an adobe file "pdf", you can save it and print the document.

- An application with data entered but not submitted will show an Application Package Status of "Work in Progress". "Work in Progress" applications are still open for edits and attachments by the applicant, and are not viewable by the Grants Office.

-To submit the application, continue with instructions to Verify and Complete Submission of the application, so that the Grants Office can review your application.

Note: Applications must be submitted and show a status of "Complete" before the Grants Office can begin reviewing the application.

RETURNED APPLICATIONS - If an application is returned by the Denali Commission, you will receive an e-mail advising you to complete the application or change the application, repeat any missed steps as outlined above, and to re-submit your application or the Grants Office cannot see your application or review it.

Award of the Grant

The Denali Commission will notify you, as the grantee, when the grant is issued and will send you a copy of the issued document with all the terms and conditions that apply to your grant. This will be your document of record.

Grantsolutions will also send you an electronic e-mail when the award has been issued.

Post–Award Amendment Applications (Required to amend a current grant)

After Award of the grant (post-award), grantees may need to apply for an extension with or without funds, expansion with or without new funds, or budget revisions to their grant. If you find you need to need to make any of these changes you will need to go into to www.grantsolutions.gov to select the grant you want to amend.

1. You will go to the [My Grants List](#) and select the grant to amend.
2. After you select the grant number, you will go to a new screen and select the [Manage Amendments](#) link.
3. You will go to the Manage Amendments screen, click on the [New](#) button.
4. You will be prompted on the new screen to select an Amendment Type.
5. Once you select the Amendment Type, you will need to complete the application forms for that pre-defined amendment type.
6. The steps to complete the amendment forms are the same as a new application and can be followed in Apply for an Announcement
7. You will then select the [submit](#) button to send to the Denali Commission for processing your request for amendment.