

## Supplemental GrantSolutions Information for Children's Bureau Grantees

PLEASE NOTE: The grant actions listed below require prior approval by the Children’s Bureau and the Office of Grants Management. These actions **MUST** be submitted as an **AMENDMENT** in GrantSolutions (**NOT** as a Grant Note):

- |   |                          |
|---|--------------------------|
| 1. Budget Revision                        | 6. Change in Scope       |
| 2. Carryover Request                      | 7. Grant Closeout Action |
| 3. Change Grantee Address                 | 8. NGA Revision          |
| 4. Change in PI/PD                        | 9. Name Change           |
| 5. Change in Grantee Authorizing Official | 10. No-Cost Extension    |

Information that does not require prior approval by the Children’s Bureau and the Office of Grants Management should be submitted as a Grant Note in GrantSolutions using the naming convention below.

Subject Line	Note Type <i>(Internal or Correspondence)</i>	Category
SF-PPR (insert reporting period end date)	Correspondence	Programmatic Report
SF-425 (insert reporting period end date)	Correspondence	Financial Report
Site Visit Report (insert report date)	Correspondence	Site Visit Report
Final/Evaluation Report (insert reporting period end date)	Correspondence	Closeout
Other Reports or Documents (insert type of document or report, e.g., implementation plans, revised logic model)	Correspondence	Programmatic Report
Grantee Products	Correspondence	Grantee Marketing Materials

### Grantee Roles in GrantSolutions

- **Authorizing Official:** The grantee Authorizing Official, commonly referred to as the applicant or grantee AO, is the same as the Signing Official on the SF-424. This person can view, enter, and submit applications.
- **Program Director/Principal Investigator:** The grantee program director is the person responsible for the operation of the grant project. This person is typically identified on the notice of award. This person can view, enter, and submit applications.
- **Support Staff:** This role can view and enter, but not submit, all applications/amendments and can enter, but not submit, FSR and FPAR reports in the grantee reporting module. This role can upload documents to grant notes.
- **Financial Official Support Staff:** This role can do everything a grantee financial official can do EXCEPT submit a final FSR report in the grantee reporting module. This role can upload documents to grant notes.
- **Financial Official:** This authority is for all grant programs for a customer and allows the customer staff to view all awards and submit financial post award reports in the grantee reporting module and upload grant notes.

## Additional Information

- **GrantSolutions User Account Request Forms** can be downloaded here:  
<https://www.grantsolutions.gov/cf/display/GranteeUsers/Home>.
- If you are unable to locate your username and password, **please contact GrantSolutions user support** at 202-401-5282 (or toll-free at 866-577-0771) or [help@grantsolutions.gov](mailto:help@grantsolutions.gov).
- If you log into GrantSolutions and receive the message that there are no active grants available, please email your Grants Management Specialist (and cc your FPO) and request that your grant assignment be made.
- GrantSolutions grantee user guides and training modules can be found here:  
<https://www.grantsolutions.gov/cf/display/GranteeUsers/Home>.

Current as of April 24, 2014



U.S. Department of Health and Human Services  
Administration for Children and Families  
Administration on Children, Youth and Families  
Children's Bureau

