

Guidance for Grantees for Accessing GrantSolutions



Tips for Completing the Grantee User Account Request Form

- ❑ Complete a [Grantee User Account Request Form](#) for each staff member involved in your grant.
- ❑ Include only your *active* CED Grant Award Number where requested (e.g. your grant no. 90EEXXX).
- ❑ Each form should also indicate the Project Investigator/Director (PI/PD) assigned to the grant (listed under the grant number).
- ❑ Provide each staff member's organizational email address. The email address field is located under the "Person 1 Address" section (providing a "Person 1 Address" is only necessary if your individual office address differs from the main organizational address).
- ❑ The Authorizing Official (AO) of your organization must sign each form as the "Requestor" for your organization.
- ❑ The US Government Data Access Request/Security Compliance Statement form is also required as an addendum to the main Grantee User Account Request Form and must be signed by the individual user for the new account.
- ❑ Sign and scan each set of completed Grantee User Account Request Forms and submit them via email to help@grantsolutions.gov.

Grantee Roles

Authorizing Official – The Authorizing or Administrative Official, commonly referred to as the applicant or grantee AO, is the same as the Signing Official on the SF-424 Application for Federal Assistance.

Program Director/ Principal Investigator – The Program Director is the person responsible for the day-to-day operation of the grant project.

Support Staff – Can view and enter all applications/amendments, and can enter *but not submit* an FSR (Financial Status Report) and FPAR reports in the grantee reporting module. They can also upload documents to grant notes.

Financial Official Support Staff – Can do everything a Grantee Financial Official can do *except* submit a final FSR report in the grantee reporting module. They can also 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. They can also submit financial post award reports in the grantee reporting module and upload grant notes.