

Sending Grant Notes in GrantSolutions Quick Reference Guide

To upload all future recipient reporting forms, go to the Grant List in GrantSolutions. Select your award and go to the Notes Tab. Select View Grant Notes.

Step 1 – Navigate to Grant Notes in GrantSolutions

Grant Notes

Author Ms. Jane Doe

Subject

Note Type Internal Correspondence

Category Type

- Please select -
- Closeout
- Form AMJP-1A.2.2
- Form AMJP-1A.2.3
- Form AMJP-1A.2.4
- Form AMJP-1A.6.4
- Form AMJP-1A.6.5**
- Form AMJP-1A.6.6
- Form AMJP-1A.6.7
- Notice
- Other
- Policy Request
- Programmatic Information Request
- Supplemental Information

Notes
(Limit to 2000 characters)

Note Attachments

Author

Description

In Grant Notes, select the matching form name under the **Category Type** dropdown menu.

Step 2 – Enter Description and Upload File

Note Attachments

Author Ms. Jane Doe

Description

File to Upload Form AMJP-1A.6.5.docx

Type in the **Description** of the form (required). Click **Choose File** to select the form from your computer. Click **Upload** to finish attaching the form to the note.

Step 3 – Review and Submit

Note Attachments

Author Ms. Jane Doe

Description

File to Upload: No file chosen

Description	Source Attachments
Form AMJP-1A.6.5	Form AMJP-1A.6.5.docx

The uploaded form will appear with the description below. Click **Submit** to send the note with the attachment.

* Status updates every 10 seconds