

Quick Sheet: Application Notes for Recipients

Audience: Recipients

PURPOSE

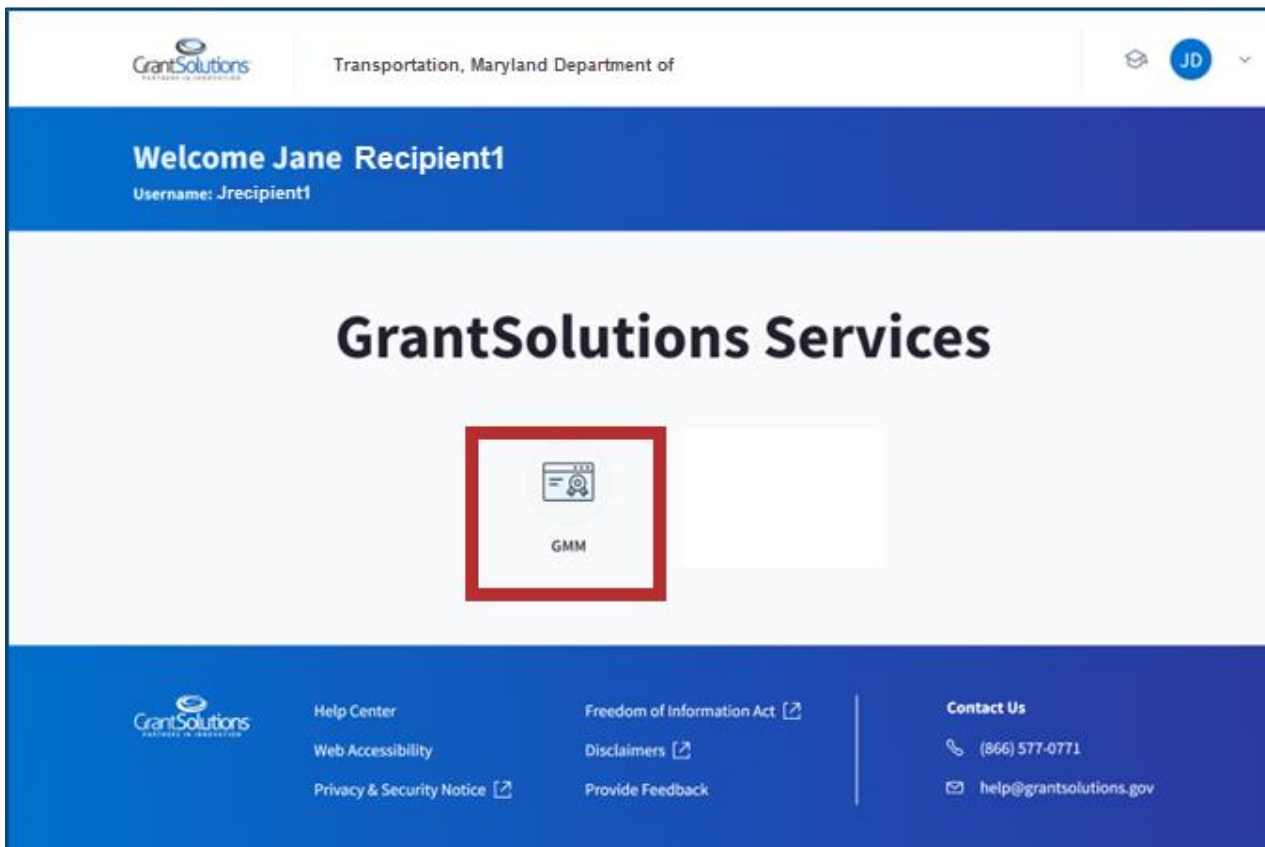
Application Notes are used to correspond with Federal staff and attach necessary documents to application records in GrantSolutions Grants Management Services (GMM). Notes are saved with the application and grant records for historical and tracking purposes.

To add an Application Note:

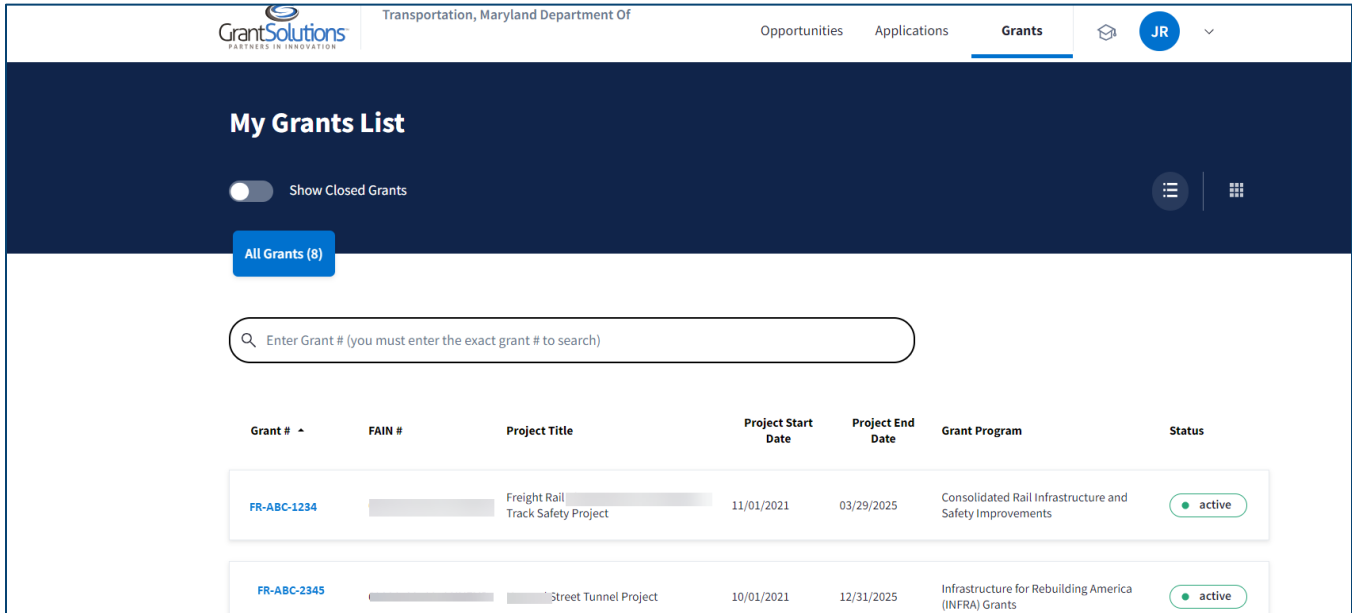
1. Log into the GrantSolutions GMM through Login.gov ([Login Instructions](#)).

The GrantSolutions “Home Page” displays.

2. Select the **GMM** Service.



The “My Grants List” screen displays.



Transportation, Maryland Department Of

Opportunities Applications **Grants** JR

My Grants List

Show Closed Grants

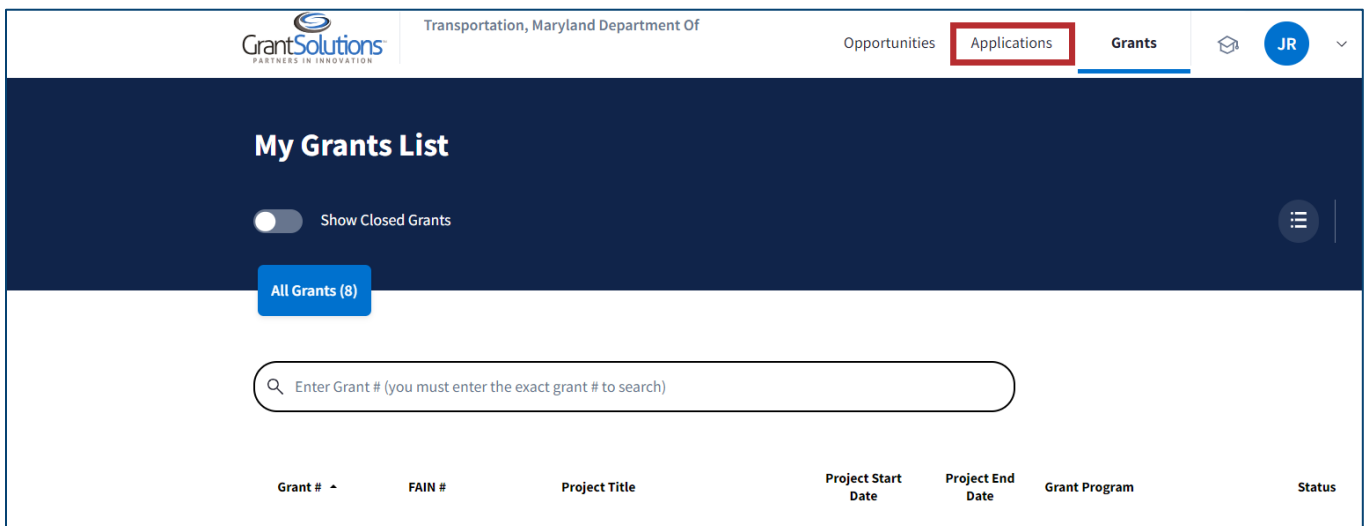
All Grants (8)

Enter Grant # (you must enter the exact grant # to search)

Grant #	FAIN #	Project Title	Project Start Date	Project End Date	Grant Program	Status
FR-ABC-1234		Freight Rail Track Safety Project	11/01/2021	03/29/2025	Consolidated Rail Infrastructure and Safety Improvements	active
FR-ABC-2345		Street Tunnel Project	10/01/2021	12/31/2025	Infrastructure for Rebuilding America (INFRA) Grants	active

Note: If the first screen you see when launching GMM is the “My Applications List,” please go to **Step 4**. The “My Applications List” displays as the GrantSolutions landing page for some users until the Grant Agreement/Notice of Award is completed in GrantSolutions.

3. From the menu bar, select **Applications**.



Transportation, Maryland Department Of

Opportunities **Applications** Grants JR

My Grants List

Show Closed Grants

All Grants (8)

Enter Grant # (you must enter the exact grant # to search)

Grant #	FAIN #	Project Title	Project Start Date	Project End Date	Grant Program	Status
FR-ABC-1234		Freight Rail Track Safety Project	11/01/2021	03/29/2025	Consolidated Rail Infrastructure and Safety Improvements	active
FR-ABC-2345		Street Tunnel Project	10/01/2021	12/31/2025	Infrastructure for Rebuilding America (INFRA) Grants	active

The “My Applications List” screen displays. Each row in the table represents an application package.

gov

anding Opportunity Applications Grants Online Data Collection Help/Support

My Applications List - JRecipient1

Application Number Grant Number	Title	Application Type	Fed Received Date	Project Period	Due Date	Status	Action
WCPP24-000010	WCPP FY2024 Test	New	03/01/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000011	WCPP FY2024 Test	New	03/01/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000012	WCPP FY2024 Test	New	03/01/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000007 WCPP-24-00006-MD	WCPP FY2024 Test	New	02/23/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Awarded	Open Notes
WCPP24-000008	WCPP FY2024 Test	New	02/23/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Complete	Open Notes
WCPP24-000006	WCPP FY2024 Test	New	02/20/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Submitted	Open Notes
INFR24-000009	INFRA Date Test	New	02/20/2024	03/01/2025 - 02/28/2026	02/27/2025 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000005	WCPP FY2024 Test - Updated by DR 2/20	New	02/16/2024	04/01/2024 - 06/30/2029	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
INFR24-000008 INFR-2400006-MD	test	New	02/16/2024	03/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Awarded	Open Notes
WCPP24-000004	WCPP FY2024 Test	New	02/14/2024	04/01/2024 - 06/30/2029	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000003 WCPP-2400003-MD	WCPP FY2024 Test	New	02/08/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Awarded	Open Notes
INFR24-000004 INFR-2400004-MD	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Awarded	Open Notes
INFR24-000005	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Review in Progress	Open Notes

4. In the table below, locate the desired application title and select the **Note** hyperlink from the Action column.

WCPP24-000012	WCPP FY2024 Test	New	03/01/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000007 WCPP-24-00006-MD	WCPP FY2024 Test	New	02/23/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Awarded	Open Notes
WCPP24-000008	WCPP FY2024 Test	New	02/23/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Complete	Open Notes
WCPP24-000006	WCPP FY2024 Test	New	02/20/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Submitted	Open Notes
INFR24-000009	INFRA Date Test	New	02/20/2024	03/01/2025 - 02/28/2026	02/27/2025 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000005	WCPP FY2024 Test - Updated by DR 2/20	New	02/16/2024	04/01/2024 - 06/30/2029	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
INFR24-000008 INFR-2400006-MD	test	New	02/16/2024	03/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Awarded	Open Notes
WCPP24-000004	WCPP FY2024 Test	New	02/14/2024	04/01/2024 - 06/30/2029	04/30/2024 05:00 PM EST	Review in Progress	Open Notes
WCPP24-000003 WCPP-2400003-MD	WCPP FY2024 Test	New	02/08/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Awarded	Open Notes
INFR24-000004 INFR-2400004-MD	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Awarded	Open Notes
INFR24-000005	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Review in Progress	Open Notes
INFR24-000006	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Review in Progress	Open Notes
	2022 and 2023 PROTECT NOFO	New	08/07/2023	09/30/2023 - 09/30/2025	08/18/2023 11:59 PM EST	Review in Progress	Open Notes

The “Application Notes” screen opens in a new window.

GrantSolutions - Google Chrome

stage.grantsolutions.gov/gs/listNote.gs?layoutWithoutMenu=Y&source=appNote&applicationId=1932244

Page Help

Application Notes

Applicant Name: Transportation, Maryland Department Of
 Application Number: INFR24-000005
 Location: HANOVER, Maryland

Grant Note Create Date: From [] To []
 Grant Note Type: --All--
 Grant Note Category: --All--
 Author: --All--
 Subject: []
 Hide Automatic Notes:

Add Search

Total 1 notes 1

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
Grant Agreement FY24	Grant Agreements	Correspondence	Mr. Roberto Hernandez	02/01/2024 13:17 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	

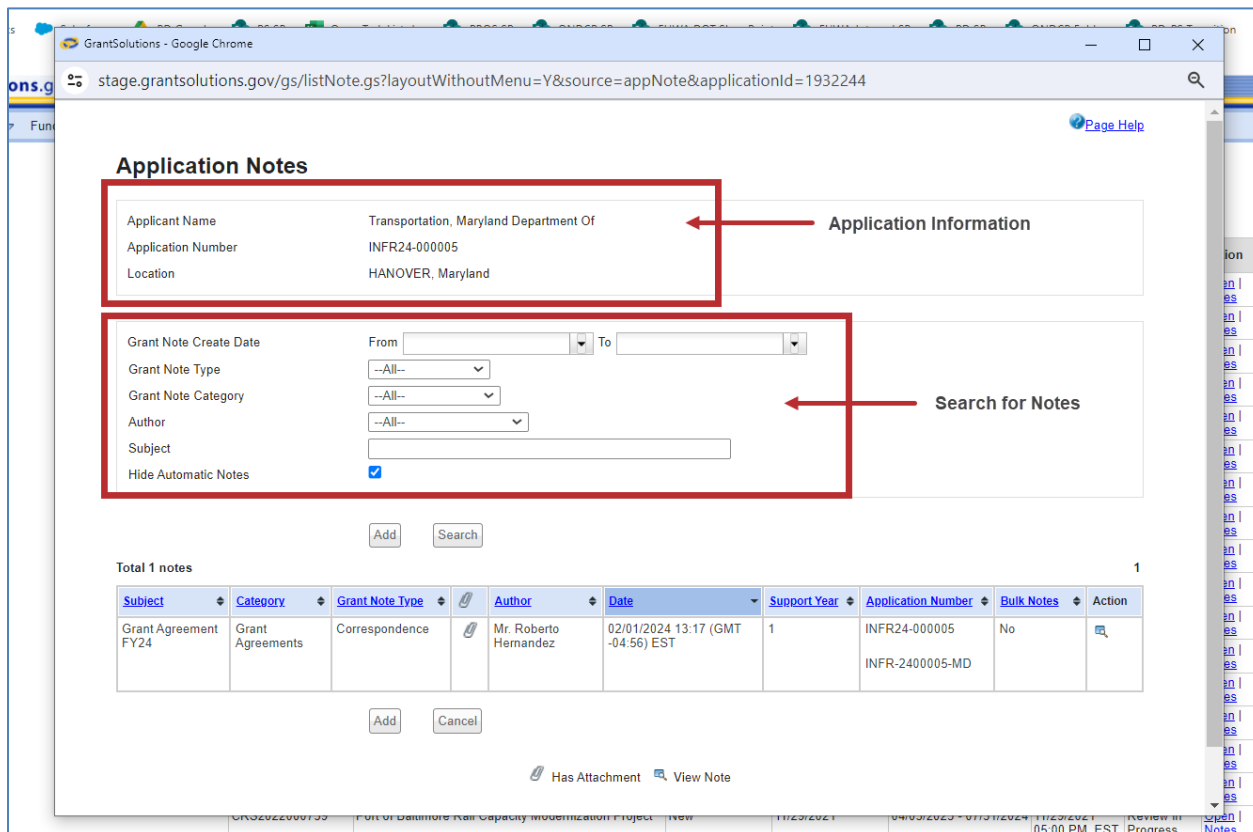
Add Cancel

Has Attachment View Note

The top portion of the screen contains the Application information.

The middle section contains search fields that may be used to locate specific Application Notes. The search fields are populated from the previously added notes. The search fields are:

- *Grant Note Create Date:* “From” and “To” dates.
- *Grant Note Type:* Correspondence
- *Grant Note Category:* Pre-defined categories
- *Author:* Name of the user that created the Grant Note
- *Subject:* Grant Note subject
- *Hide Automatic Notes:* The checkbox is selected by default.



Application Notes

Application Information

Applicant Name: Transportation, Maryland Department Of
 Application Number: INFR24-000005
 Location: HANOVER, Maryland

Search for Notes

Grant Note Create Date: From [] To []
 Grant Note Type: --All--
 Grant Note Category: --All--
 Author: --All--
 Subject: []
 Hide Automatic Notes:

Add Search

Total 1 notes 1

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
Grant Agreement FY24	Grant Agreements	Correspondence	Mr. Roberto Hernandez	02/01/2024 13:17 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	

Add Cancel

Has Attachment View Note

The bottom of the screen contains the notes created for this application, and the Add buttons which are used to make new notes. Each row in the table contains information added when a note was created. The columns are:

- **Subject:** Note subject
- **Category:** Assigned category
- **Grant Note Type:** Correspondence only
- **Attachment icon:** The paperclip icon displays when a file was uploaded to a note.
- **Author:** The name of the person that added the note.
- **Date:** The date the note was added
- **Support year:** The Budget Period sequence number within the Grant Project. For new Grant Projects this will start at 1 and increment for each non-competing or competing budget period. For Partners where the Budget Period and the Project Period match, this will always be 1. This does not represent an actual year.
- **Application Number:** The automatically generated application number associated with the note.
- **Bulk Notes:** If the Federal staff added the same note to more than one application simultaneously, 'Yes' will display.
- **Action:** The View Note icon

Application Notes

Applicant Name: Transportation, Maryland Department Of
 Application Number: INFR24-000005
 Location: HANOVER, Maryland

Grant Note Create Date: From To
 Grant Note Type: --All--
 Grant Note Category: --All--
 Author: --All--
 Subject:
 Hide Automatic Notes:

Add
Search

Total 1 notes

Subject	Category	Grant Note Type	Attachment	Author	Date	Support Year	Application Number	Bulk Notes	Action
Grant Agreement FY24	Grant Agreements	Correspondence		Mr. Roberto Hernandez	02/01/2024 13:17 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	

Add
Cancel

Has Attachment View Note

- To add a new note, scroll towards the bottom of the window and click the **Add** button.

Application Notes [Page Help](#)

Applicant Name: Transportation, Maryland Department Of
 Application Number: INFR24-000005
 Location: HANOVER, Maryland

Grant Note Create Date: From [] To []
 Grant Note Type: --All--
 Grant Note Category: --All--
 Author: --All--
 Subject: []
 Hide Automatic Notes:

Add Search

Total 1 notes 1

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
Grant Agreement FY24	Grant Agreements	Correspondence	Mr. Roberto Hernandez	02/01/2024 13:17 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	

Add Cancel

Has Attachment View Note

- The message “Please note: Once added, Grant Notes cannot be edited or deleted” displays. Select the **OK** button.

stage.grantsolutions.gov/gs/listNote.gs?layoutWithoutMenu=Y&applicationId=1932244&projectId=&source=appNote&f_nt=&f_ar=&f_ha=o...

grantsolutions.gov says [Page Help](#)

Please note: Once added, Grant Notes can not be edited or deleted

OK Cancel

Application Notes

Applicant Name: T
 Application Number: IN
 Location: HANOVER, Maryland

Grant Note Create Date: From [] To []
 Grant Note Type: --All--

The “Application Notes-Add” screen displays.

[Page Help](#)

Application Notes - Add

Author: Jane Recipient1

Subject(required) *

Note Type(required) * Correspondence

Category Type(required) *

Notes(required) *
(Limit to 2000 characters)

Note Attachments

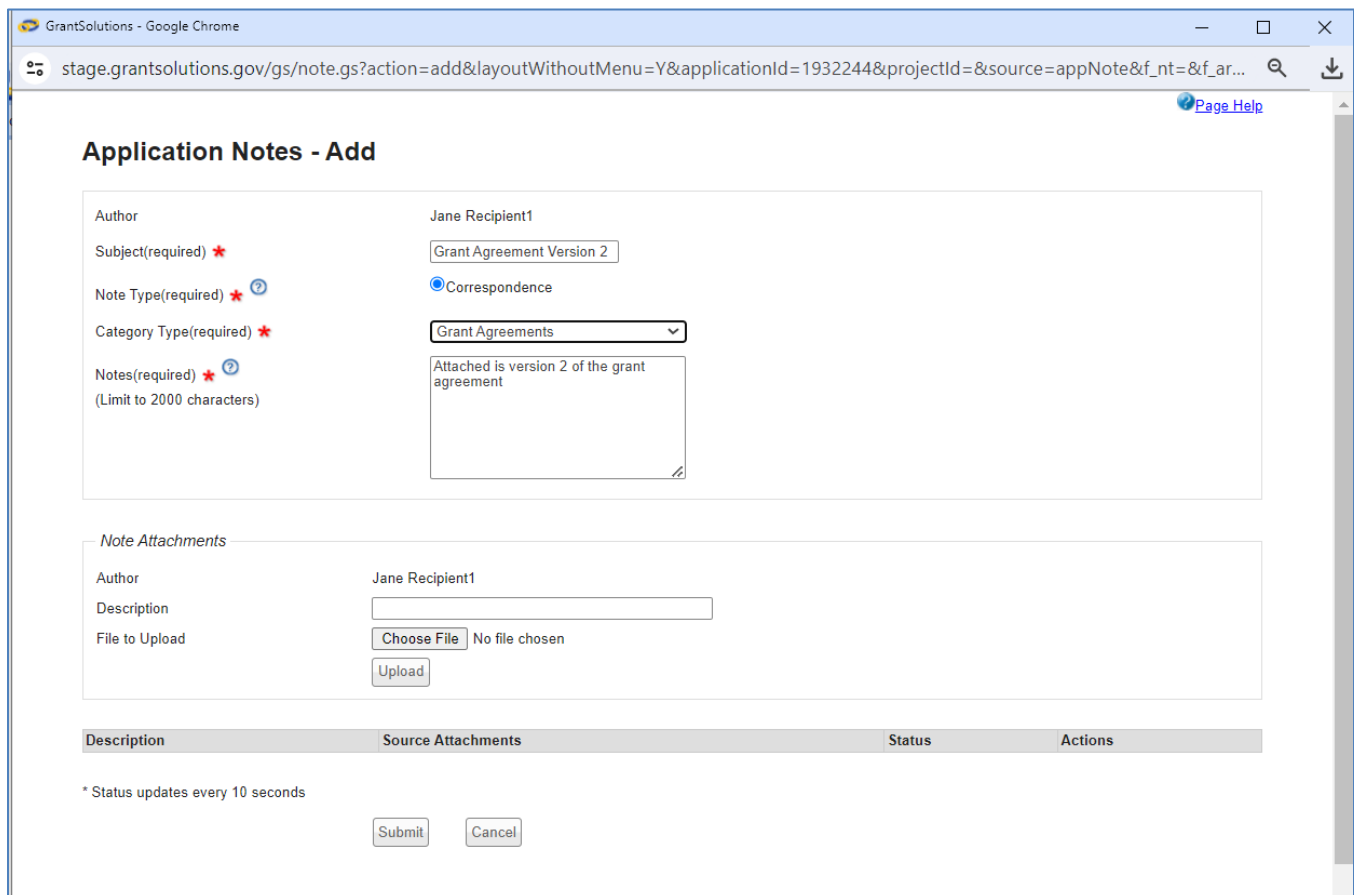
Author: Jane Recipient1

Description:

File to Upload: No file chosen

Description	Source Attachments	Status	Actions
* Status updates every 10 seconds			

7. Enter information in the required fields indicated by a red asterisk.
 - a. *Subject*: Enter the subject of the note. Conform to naming conventions provided by the Federal agency.
 - b. *Note Type*: Correspondence is the only option and is automatically selected.
 - c. *Category Type*: Select from the pre-set list of categories as directed by the Federal agency.
 - d. *Notes*: Enter the note text (limit of 2000 characters)



GrantSolutions - Google Chrome

stage.grantsolutions.gov/gs/note.gs?action=add&layoutWithoutMenu=Y&applicationId=1932244&projectId=&source=appNote&f_nt=&f_ar...

Page Help

Application Notes - Add

Author: Jane Recipient1

Subject(required) *

Note Type(required) * Correspondence

Category Type(required) *

Notes(required) *
(Limit to 2000 characters)

Note Attachments

Author: Jane Recipient1

Description:

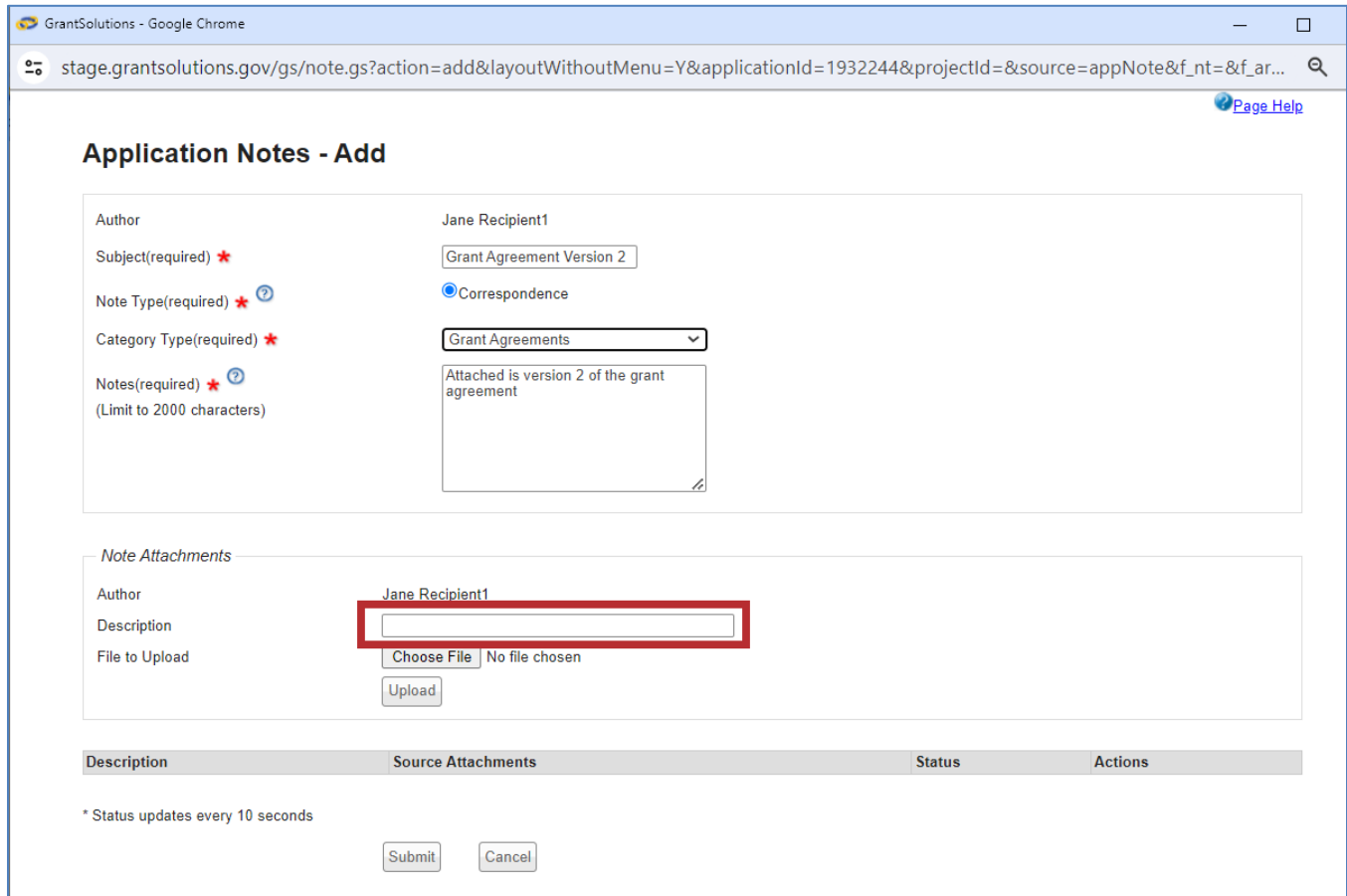
File to Upload: No file chosen

Description	Source Attachments	Status	Actions
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* Status updates every 10 seconds

8. If desired, attach one or more files to the note. Files must be added one at a time.

a. Enter a **text description** of the attachment in the *Description* field.



GrantSolutions - Google Chrome

stage.grantsolutions.gov/gs/note.gs?action=add&layoutWithoutMenu=Y&applicationId=1932244&projectId=&source=appNote&f_nt=&f_ar... [Page Help](#)

Application Notes - Add

Author: Jane Recipient1

Subject(required) * : Grant Agreement Version 2

Note Type(required) * ? : Correspondence

Category Type(required) * : Grant Agreements

Notes(required) * ? (Limit to 2000 characters): Attached is version 2 of the grant agreement

Note Attachments

Author: Jane Recipient1

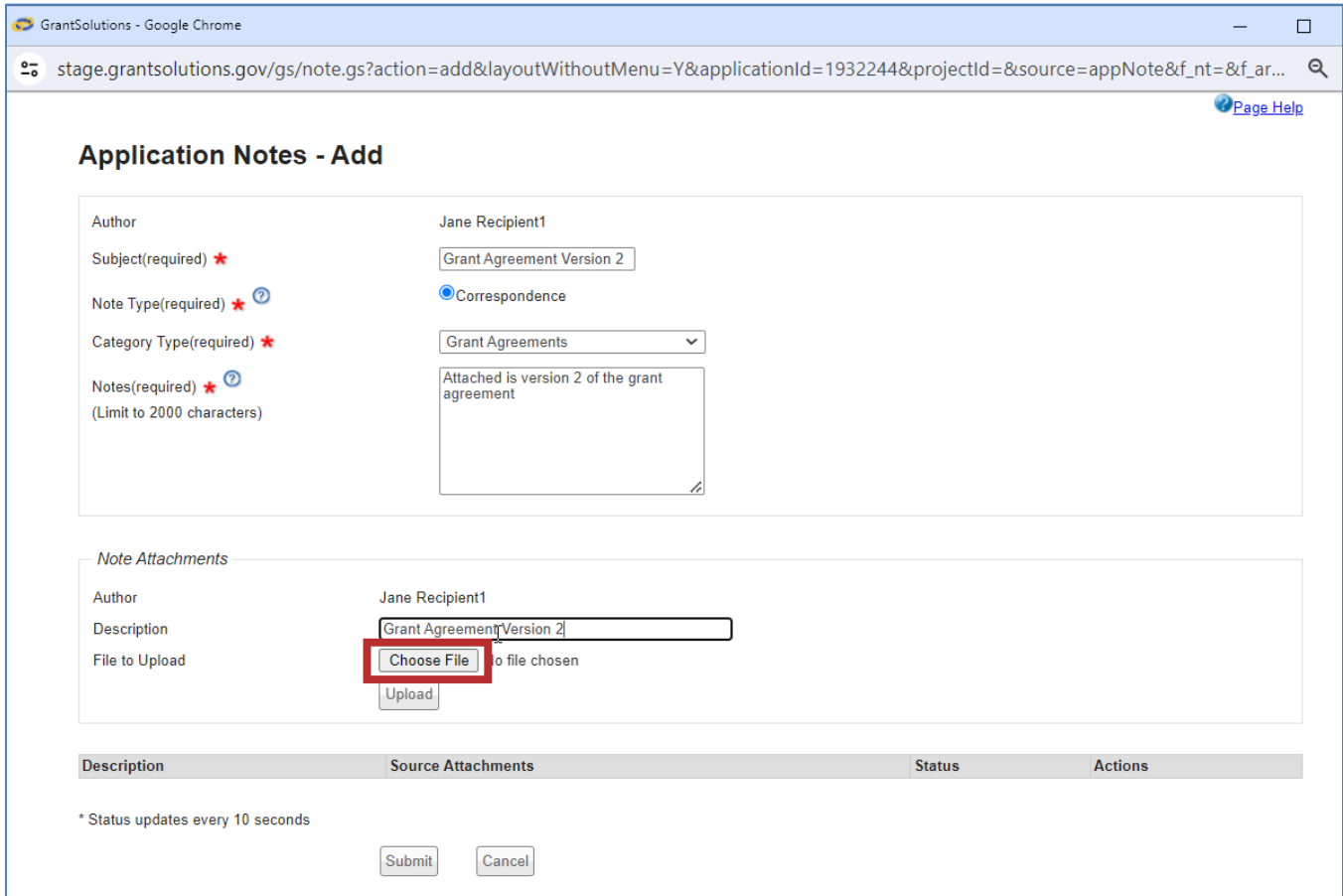
Description:

File to Upload: No file chosen

Description	Source Attachments	Status	Actions
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* Status updates every 10 seconds

b. Click the **Choose File** button to select a file to upload to the note.



GrantSolutions - Google Chrome

stage.grantsolutions.gov/gs/note.gs?action=add&layoutWithoutMenu=Y&applicationId=1932244&projectId=&source=appNote&f_nt=&f_ar... [Page Help](#)

Application Notes - Add

Author: Jane Recipient1

Subject(required) *

Note Type(required) * Correspondence

Category Type(required) *

Notes(required) *
(Limit to 2000 characters)

Note Attachments

Author: Jane Recipient1

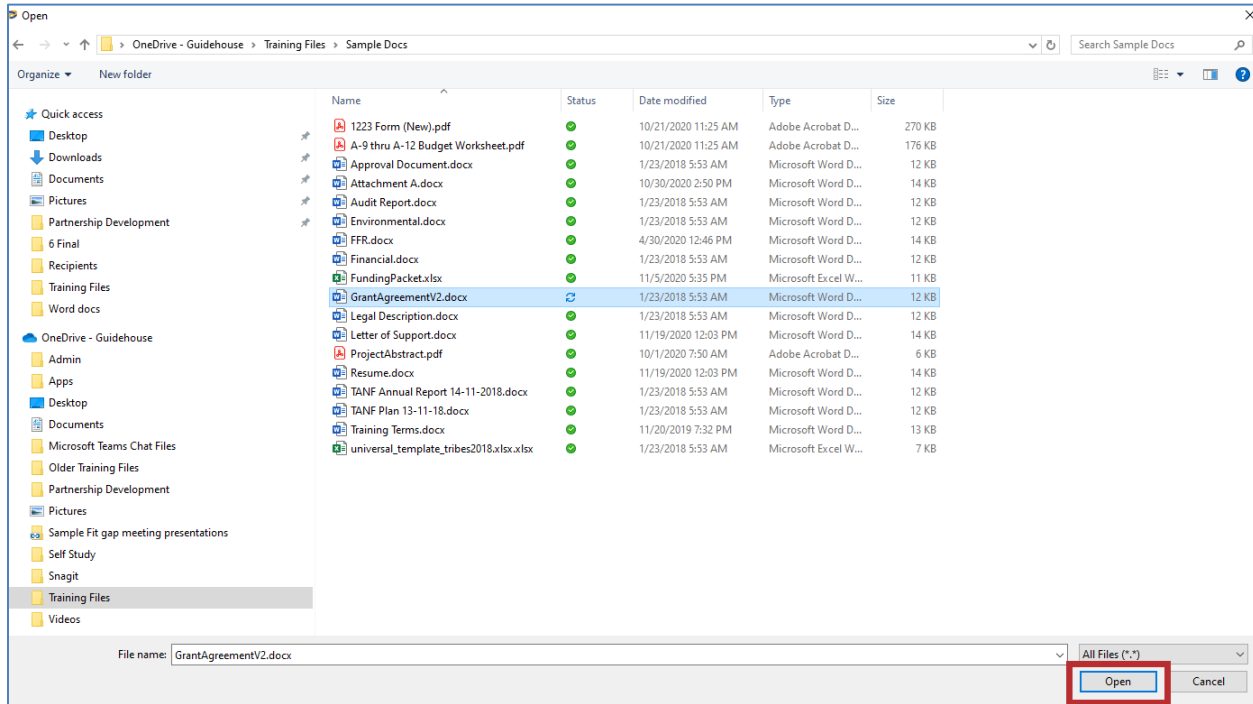
Description:

File to Upload: no file chosen

Description	Source Attachments	Status	Actions
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* Status updates every 10 seconds

c. A File Open window displays. Locate the file to upload and select the **Open** button.



d. The selected file name displays to the right of the Choose File button. Select the **Upload** button.

Application Notes - Add

Author: Jane Recipient1

Subject(required) * : Grant Agreement Version 2

Note Type(required) * ? : Correspondence

Category Type(required) * : Grant Agreements

Notes(required) * ? (Limit to 2000 characters) : Attached is version 2 of the grant agreement

Note Attachments

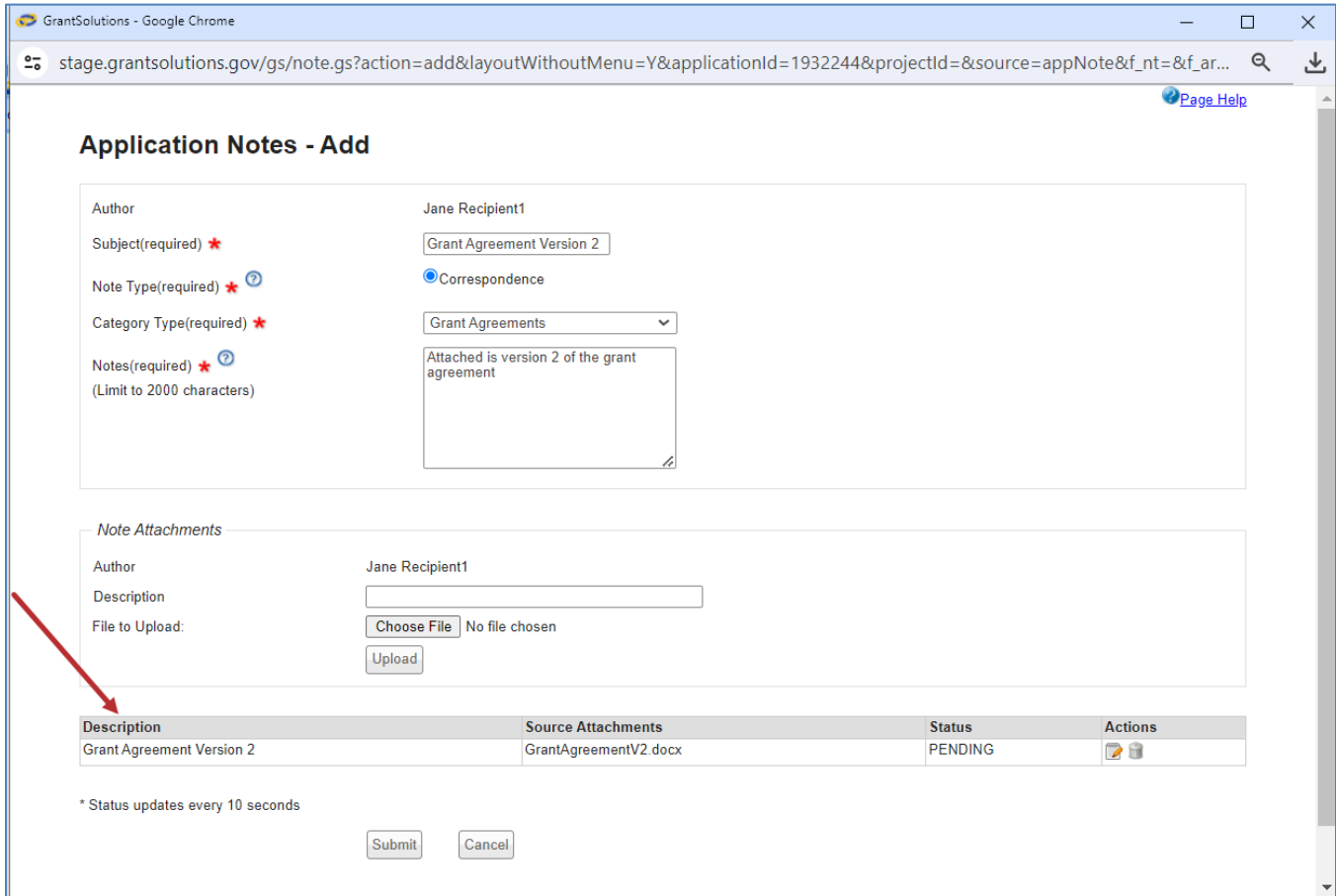
Author: Jane Recipient1

Description: Grant Agreement Version 2

File to Upload: GrantAgreementV2.docx

Description	Source Attachments	Status	Actions
-------------	--------------------	--------	---------

The attachment displays in the table towards the bottom of the “Application Notes – Add” screen.



GrantSolutions - Google Chrome

stage.grantsolutions.gov/gs/note.gs?action=add&layoutWithoutMenu=Y&applicationId=1932244&projectId=&source=appNote&f_nt=&f_ar...

Application Notes - Add

Author: Jane Recipient1

Subject(required) *: Grant Agreement Version 2

Note Type(required) *: Correspondence

Category Type(required) *: Grant Agreements



Notes(required) *: (Limit to 2000 characters)
Attached is version 2 of the grant agreement

Note Attachments

Author: Jane Recipient1

Description:

File to Upload: No file chosen

Description	Source Attachments	Status	Actions
Grant Agreement Version 2	GrantAgreementV2.docx	PENDING	 

* Status updates every 10 seconds

Notes:

- The attachment status is PENDING while GrantSolutions runs a virus scan.
- Add additional attachments to the note as needed.
- Delete the attachment by selecting the trash can icon from the Actions column.
- Edit the attachment description by selecting the notepad icon from the Actions column.

9. Select the **Submit** button to complete the correspondence note.

Application Notes - Add

Author: Jane Recipient1

Subject(required) *

Note Type(required) * Correspondence

Category Type(required) *

Notes(required) *
(Limit to 2000 characters)

Note Attachments

Author: Jane Recipient1

Description:

File to Upload: No file chosen

Description	Source Attachments	Status	Actions
Grant Agreement Version 2	GrantAgreementV2.docx	PENDING	

* Status updates every 10 seconds

10. The message “Please note: Grant Notes cannot be edited or deleted” displays. Select the **OK** button.

grantsolutions.gov says

Please note: Once submitted, Grant Notes can not be edited or deleted


Correspondence


Category Type(required) *

Notes(required) *
(Limit to 2000 characters)

Note: When you click Submit, if the agency has the notification setting on, an email notification will be sent to the corresponding Federal staff and other users from your organization.

The “Application Notes” screen displays, and the new note is added at the top of the table.

stage.grantsolutions.gov/gs/listNote.gs?f_nt=&f_ar=&f_td=&layoutWithoutMenu=Y&f_fd=&source=appNote&applicationId=1932244&projec... 

 [Page Help](#)

Application Notes

Applicant Name Transportation, Maryland Department Of

Application Number INFR24-000005

Location HANOVER, Maryland

Grant Note Create Date From To

Grant Note Type --All--






Grant Note Category --All--

Author --All--

Subject

Hide Automatic Notes

Total 2 notes 1

Subject	Category	Grant Note Type		Author	Date	Support Year	Application Number	Bulk Notes	Action
Grant Agreement Version 2	Grant Agreements	Correspondence		Jane Recipient1	03/04/2024 16:38 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	
Grant Agreement FY24	Grant Agreements	Correspondence		Mr. Roberto Hernandez	02/01/2024 13:17 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	

To view a note, select the **View** icon from the *Action* column.

[Page Help](#)

Application Notes

Applicant Name: Transportation, Maryland Department Of

Application Number: INFR24-000005

Location: HANOVER, Maryland

Grant Note Create Date: From To

Grant Note Type:






Grant Note Category:

Author:

Subject:

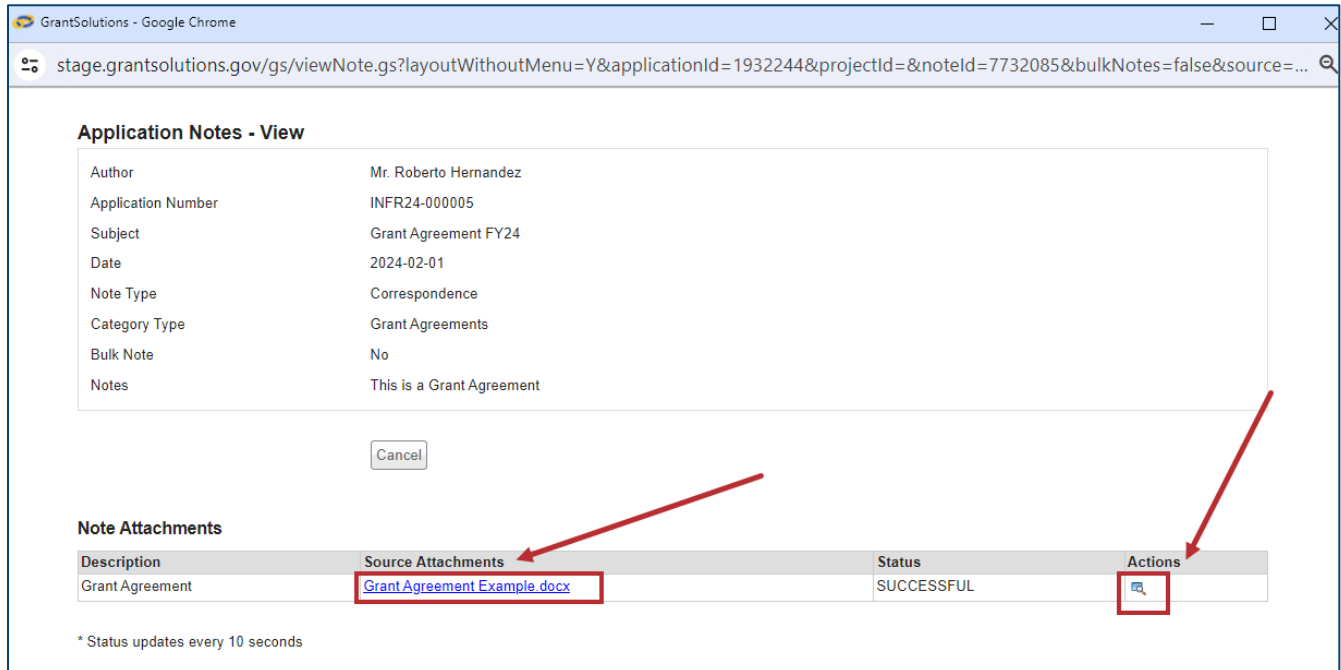
Hide Automatic Notes:

Total 2 notes 1

Subject	Category	Grant Note Type		Author	Date	Support Year	Application Number	Bulk Notes	Action
Grant Agreement Version 2	Grant Agreements	Correspondence		Jane Recipient1	03/04/2024 16:38 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	
Grant Agreement FY24	Grant Agreements	Correspondence		Mr. Roberto Hernandez	02/01/2024 13:17 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	

The “Application Notes – View” screen displays.


- Select the **hyperlink** from the **Source Attachments** column to open/download the original version of the uploaded file.
- Select the **View icon** from the **Actions** column to open/download a PDF version of the uploaded file.



Application Notes - View

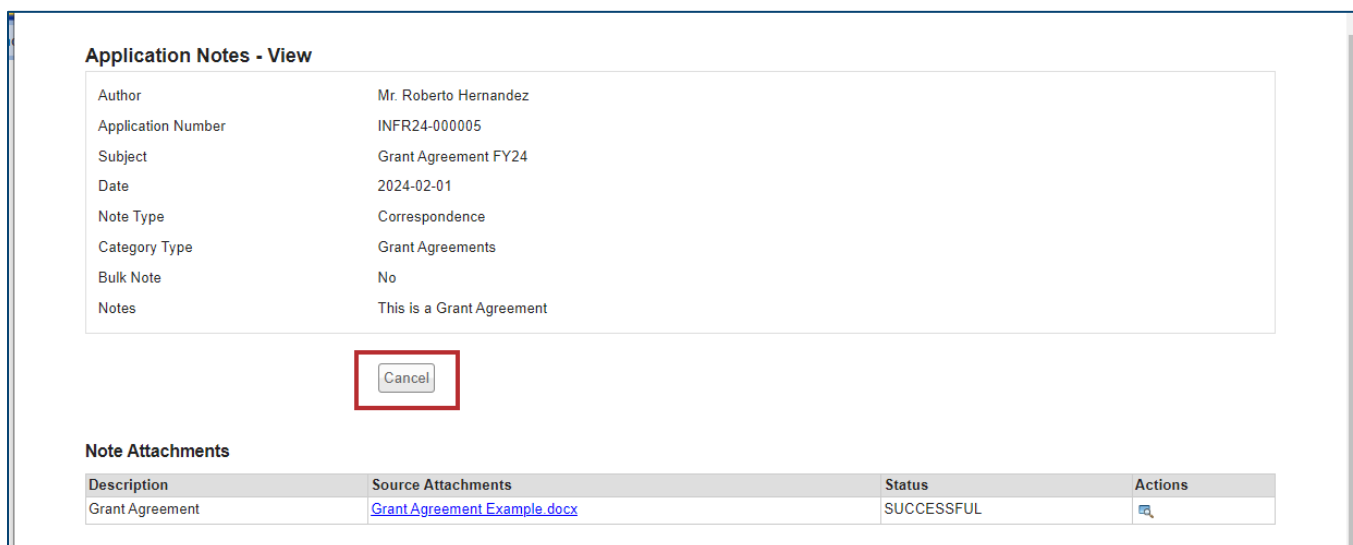
Author: Mr. Roberto Hernandez
 Application Number: INFR24-000005
 Subject: Grant Agreement FY24
 Date: 2024-02-01
 Note Type: Correspondence
 Category Type: Grant Agreements
 Bulk Note: No
 Notes: This is a Grant Agreement

Cancel

Description	Source Attachments	Status	Actions
Grant Agreement	Grant Agreement Example.docx	SUCCESSFUL	

* Status updates every 10 seconds


Select the **Cancel** button to return to the “Application Notes” screen.



Application Notes - View

Author: Mr. Roberto Hernandez
 Application Number: INFR24-000005
 Subject: Grant Agreement FY24
 Date: 2024-02-01
 Note Type: Correspondence
 Category Type: Grant Agreements
 Bulk Note: No
 Notes: This is a Grant Agreement

Cancel

Description	Source Attachments	Status	Actions
Grant Agreement	Grant Agreement Example.docx	SUCCESSFUL	

Select the **Cancel** button from the “Application Notes” screen to return to the “My Applications List” screen.

Application Notes

Applicant Name: Transportation, Maryland Department Of
 Application Number: INFR24-000005
 Location: HANOVER, Maryland

Grant Note Create Date: From To
 Grant Note Type: --All--
 Grant Note Category: --All--
 Author: --All--
 Subject:
 Hide Automatic Notes:

Total 2 notes 1

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
Grant Agreement Version 2	Grant Agreements	Correspondence	Jane Recipient1	03/04/2024 16:38 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	
Grant Agreement FY24	Grant Agreements	Correspondence	Mr. Roberto Hernandez	02/01/2024 13:17 (GMT -04:56) EST	1	INFR24-000005 INFR-2400005-MD	No	

The “My Applications List” screen displays.

My Applications List - JRecipient1								
Application Number Grant Number	Title	Application Type	Fed Received Date	Project Period	Due Date	Status	Action	
WCPP24-000010	WCPP FY2024 Test	New	03/01/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Review in Progress	Open Notes	
WCPP24-000011	WCPP FY2024 Test	New	03/01/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Review in Progress	Open Notes	
WCPP24-000012	WCPP FY2024 Test	New	03/01/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Review in Progress	Open Notes	
WCPP24-000007	WCPP FY2024 Test	New	02/23/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Awarded	Open Notes	
WCPP24-000008	WCPP FY2024 Test	New	02/23/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Complete	Open Notes	
WCPP24-000006	WCPP FY2024 Test	New	02/20/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Submitted	Open Notes	
INFR24-000009	INFRA Date Test	New	02/20/2024	03/01/2025 - 02/28/2026	02/27/2025 05:00 PM EST	Review in Progress	Open Notes	
WCPP24-000005	WCPP FY2024 Test - Updated by DR 2/20	New	02/16/2024	04/01/2024 - 06/30/2029	04/30/2024 05:00 PM EST	Review in Progress	Open Notes	
INFR24-000008 INFR-2400006-MD	test	New	02/16/2024	03/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Awarded	Open Notes	
WCPP24-000004	WCPP FY2024 Test	New	02/14/2024	04/01/2024 - 06/30/2029	04/30/2024 05:00 PM EST	Review in Progress	Open Notes	
WCPP24-000003 WCPP-2400003-MD	WCPP FY2024 Test	New	02/08/2024	04/01/2024 - 05/03/2027	04/30/2024 05:00 PM EST	Awarded	Open Notes	
INFR24-000004 INFR-2400004-MD	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Awarded	Open Notes	
INFR24-000005	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Review in Progress	Open Notes	
INFR24-000006	FY24 INFRA Test	New	01/31/2024	02/01/2024 - 02/01/2027	05/31/2024 05:00 PM EST	Review in Progress	Open Notes	
	2022 and 2023 PROTECT NOFO	New	08/07/2023	09/30/2023 - 09/30/2025	08/18/2023 11:59 PM EST	Review in Progress	Open Notes	