GRANTS MANAGEMENT SYSTEM: NOTIFICATION GUIDE

➢ **The following notifications will be sent to all active users in the Grants Management System from the email address donotreply@smartsimple.com.**

  ❖ **To receive notifications from the Grants Management System, please be sure to add donotreply@smartsimple.com to your Safe Senders list.**

  ❖ **[External Guide] How To Add recipients of email messages to the Safe Senders List (microsoft.com)**

  ❖ **If notifications are still not being received from the system, please contact your Institution's IT Department to ensure that donotreply@smartsimple.com is added to your Institution's Safe Senders email list.**

➢ **All notifications will go out to the recipients listed ONLY IF the contact is added to the Application/Award Profile.**

  ❖ **To add contacts to your Application/Award Profile, please see the following help guide: How_to_Add_Contacts.pdf (cff.org)**

For any general questions on how to navigate the Grants Management System, please reference our helpful How To Guides at: Grants Management System - How To User Guides (cff.org)

GRANTS MANAGEMENT SYSTEM: PRE-AWARD NOTIFICATIONS

Notification	Award Letter Issuance	Application Deadline Reminder	Review Deadline Reminder	Reviewer Assignment	Application – Pending Signature
When the Notification is sent	Notification will go out the day the first year Award Letter for the Award has been issued.	Notification will go out 3 weeks prior to application deadline and will be sent every week until the application has been submitted.	Notification will go out 3 weeks prior to review deadline.	Notification will go out the day the review assignments are available in the system.	Notification will go out once the Application moves to Pending Signature to notify the Principal Investigator and Authorized Institution Official to e-sign the application through the Adobe Sign email. Once e-signed, the Application will automatically upload to the Grants Management System as submitted.
Recipients	❖ Principal Investigator ❖ Pre-Award Contact ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Authorized Institution Official	❖ Reviewer	❖ Reviewer	❖ Principal Investigator ❖ Authorized Institution Official

GRANTS MANAGEMENT SYSTEM: DELIVERABLE NOTIFICATIONS

Notification	Deliverable Approved	Pending Deliverable Notification	Overdue Deliverable Notification	Deliverable Submitted
When the Notification is sent	Notification will go out the day the deliverable has been approved by CFF.	Notification will go out every 30 days, 14 days, and the day the deliverable is due as a reminder to submit the deliverable before the due date.	Notification will go out every 30 days after the due date of the deliverable until the deliverable is submitted.	Notification will go out the day the deliverable is submitted in the system.
Recipients	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer

GRANTS MANAGEMENT SYSTEM: REQUEST NOTIFICATIONS

Notification	Relinquishment of Award Approval	Change of Principal Investigator Approval	No-Cost Extension Approval
When the Notification is sent	Notification will go out the day the Relinquishment request has been reviewed and approved by CFF.	Notification will go out the day the Change of Principal Investigator request has been approved.	Notification will go out the day the No-Cost Extension request has been approved.
Recipients	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer

GRANTS MANAGEMENT SYSTEM: AWARD LETTER NOTIFICATIONS

Notification	Renewal Award Letter Issuance	Revised Award Letter Issuance	Award Letter – Pending Signature
When the Notification is sent	Notification will go out the day the Renewal Award Letter for the project period has been issued.	Notification will go out the day the Revised Award Letter for the project period has been issued.	Notification will go out once the Award Letter moves to Pending Signature to notify the Authorized Institution Official to e-sign the Award Letter through the Adobe Sign email. Once e-signed, the Award Letter will automatically upload to the Grants Management System as submitted.
Recipients	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer

GRANTS MANAGEMENT SYSTEM: REPORT OF EXPENDITURES NOTIFICATIONS

Notification	Report of Expenditures – Pending PI Acceptance	Report of Expenditures – Pending Financial Officer Acceptance	Report of Expenditures – Revisions Requested	Report of Expenditures – Approval
When the Notification is sent	Notification will go out to the Principal Investigator the day the Report of Expenditures moves from In Progress status to Pending PI Acceptance status (Pending the Principal Investigator's Approval).	Notification will go out to the Financial Officer the day the Report of Expenditures moves from Pending PI Acceptance status to Pending Financial Officer Acceptance status (Pending the Financial Officer's Approval).	Notification will go out the day CFF has reviewed the Report of Expenditures and requested revisions to the Report of Expenditures.	Notification will go out the day the Report of Expenditures has been reviewed and approved by CFF. The notification will include the approved carry-over amount if a carry-over was requested.
Recipients	❖ Principal Investigator	❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer

GRANTS MANAGEMENT SYSTEM: ESTIMATED BUDGET NOTIFICATIONS (CARE CENTER AWARDS)

Notification	Estimated Budget - Pending PI Acceptance	Estimated Budget – Pending Financial Officer Acceptance	Estimated Budget – Revisions Requested	Estimated Budget – Approval
When the Notification is sent	Notification will go out to the Principal Investigator the day the Estimated Budget moves from In Progress status to Pending PI Acceptance status (Pending the Principal Investigator's Approval).	Notification will go out to the Financial Officer the day the Estimated Budget moves from Pending PI Acceptance status to Pending Financial Officer Acceptance status (Pending the Financial Officer's Approval).	Notification will go out the day CFF has reviewed the Estimated Budget and requested revisions to the Estimated Budget.	Notification will go out the day the Estimated Budget has been reviewed and approved by CFF.
Recipients	❖ Principal Investigator	❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer

GRANTS MANAGEMENT SYSTEM: RENEWAL BUDGET & PROGRESS REPORT NOTIFICATIONS

Notification	Renewal Budget & Progress Report – Pending Signature	Renewal Budget & Progress Report – Revisions Requested	Renewal Budget & Progress Report - Approval
When the Notification is sent	Notification will go out once the Renewal Budget & Progress Report moves to Pending Signature to notify the Principal Investigator and Authorized Institution Official to e-sign the Renewal Budget & Progress Report through the Adobe Sign email. Once e-signed, the Renewal Budget & Progress Report will automatically upload to the Grants Management System as submitted.	Notification will go out the day CFF has reviewed the Renewal Budget & Progress Report and requested revisions to the Renewal Budget & Progress Report.	Notification will be sent the day the Renewal Budget & Progress Report has been reviewed and approved by CFF.
Recipients	❖ Principal Investigator ❖ Authorized Institution Official	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer

GRANTS MANAGEMENT SYSTEM: PAYMENT NOTIFICATIONS

Notification	Payment Notification – Scheduled Payment	Payment Notification – Paid Payment
When the Notification is sent	Notification will go out the day the payment(s) move from contingent to scheduled. Scheduled payments will go out in the scheduled month or within the next month if it is past the original scheduled date.	Notification will go out the day the payment(s) move from processed to paid. Paid payments are payments that have been made to the awardee Institution.
Recipients	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer	❖ Principal Investigator ❖ Grants Officer ❖ Post-Award Contact ❖ Authorized Institution Official ❖ Financial Officer