

# **Grants Management System (GMS) User Guide**

*Out-of-School-Time Learning Grant*

Revised: August 2016

**Using this Guide:**

The information presented in this GMS User Guide is intended to assist users from a high level technical perspective. **It is the responsibility of the applicants to refer to the specific grant/award requirements.** If you have any questions regarding application requirements, please contact the program manager in which you are applying.

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## Creating your Application

- Once logged in to the GMS, you will arrive at the **'Portfolio'** page.
- From the portfolio page, click on the large green button **'Apply for Grant or Award'**.

Applicant

Applicant Portfolio 2016 ▾

Grant Application Status Apply for Grant or Award

<input type="checkbox"/>	ID	Program	Deadline	Status	Last Update	PDF	Review
No Grant Applications							
0 - 0 of 0 records							

Useful navigation links. Click *Contact Us* to send our helpdesk a GMS question.

Table will display any in draft or submitted applications

Click here to start a new application

- A page with available grant applications will be displayed. Select the appropriate **grant/award type** to begin your application.
- The first page of the application (**Project Details**) will be displayed.

## Project Details

Complete the **Project Details** page by entering the following information:

- Title of Proposal
- Organization Administering Funds
- Click **'Save & Next Page'** to view the rest of the application pages/sections.

## Editing your Application

- REQUIRED\* fields are marked with an asterisk and you will be required to complete them before you can move forward to another page within the application.
- Remember to click 'Save' or 'Save & Next Page' after you make any changes.
- If you have completed a page, a green check mark ✓ will appear next to that page.
  - **NOTE:** Each section within the GMS application must have a green checkmark in order to submit, even if the section is not required by the grant/award requirements (For example, if you do not choose to have Team Members in your application, simply 'Save' the empty page to generate a Green Checkmark for that section).
- Any uploads in GMS must be in PDF format only. Some office suites such as Microsoft Office 2007/2010 have the ability to save as PDF built in. Ensure uploaded documents are not locked or password protected as the system will not be able to open them.

## Returning to your Existing Application

Once an application has been started, that application will appear in your portfolio page, click the 'edit pencil' (as below) to return and edit that application:

The screenshot shows the 'Applicant Portfolio' page for the year 2016. On the left is a navigation menu with options like 'Portfolio', 'Apply for Grant or Award', 'Account Settings', 'PI User Guide', 'Team Member Guide', and 'Contact Us'. The main area is titled 'Grant Application Status' and features a table with columns: ID, Program, Deadline, Status, Last Update, PDF, and Review. A single application is listed with ID 875, Program 'GANS Community Project Grant', Deadline 'Sep 7, 2016 2:00PM', Status 'In Draft - Not Submitted', and Last Update 'Aug 12, 2016 10:21AM'. A 'PDF' icon is visible in the PDF column. A '1 - 1 of records' indicator is at the bottom right of the table. A green button 'Apply for Grant or Award' is in the top right. Four callout boxes with red arrows point to specific elements: a pencil icon in the first column, the 'Deadline' column, the 'Status' column, and the 'PDF' icon.

ID	Program	Deadline	Status	Last Update	PDF	Review
875	GANS Community Project Grant	Sep 7, 2016 2:00PM	In Draft - Not Submitted	Aug 12, 2016 10:21AM		

1 - 1 of records

Click the pencil to edit an application in draft

Deadline of the application

Indicates application status, see page 7

To download a PDF copy of your full application (even when in draft), click the PDF icon

## Team Members

Review this section if you are adding Team Member(s) to your application. If you are not adding team member(s), click 'Save & Next Page' to continue to the next section.

To add a Team Member, click on '**Team Members**' section in the left hand menu within your application.

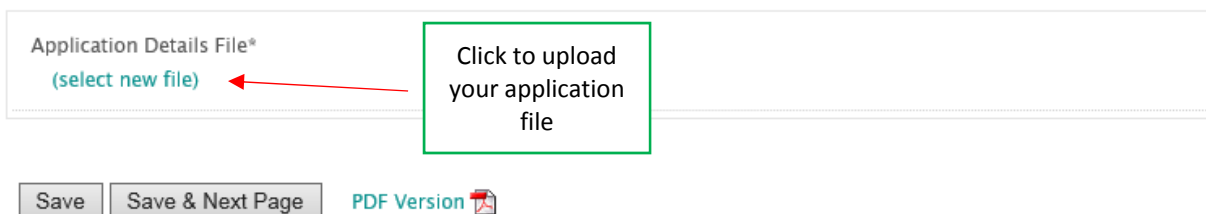
- Click '(add team member)'
- Enter the required information for the team member
  - First Name
  - Last Name
  - Organization
- To add more team members, click '(add team member)'
- Click 'Save & Next Page' once finished adding team member(s)



The screenshot shows a form for adding a team member. It includes two input fields for 'First + Last Name\*' and one for 'Organization\*'. A '(delete)' link is located in the top right corner of the form. A red arrow points from a green-bordered box containing the text 'Click to delete team member' to the '(delete)' link. A blue link '(add team member)' is located at the bottom left of the form.

## Application Details

In this section, please upload your application in a PDF file format. Click 'Save & Next Page' to continue.

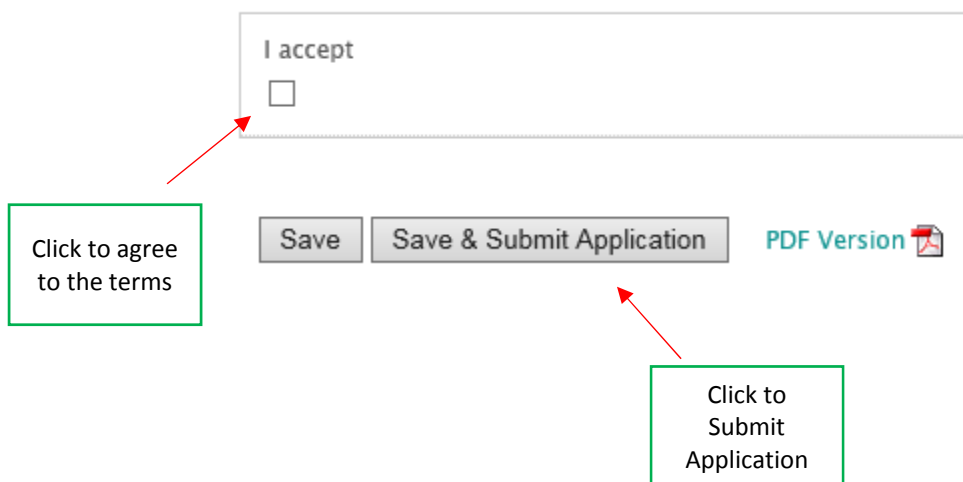


The screenshot shows the 'Application Details' section. It features a label 'Application Details File\*' with a blue link '(select new file)' below it. A red arrow points from a green-bordered box containing the text 'Click to upload your application file' to the '(select new file)' link. Below the form are three buttons: 'Save', 'Save & Next Page', and 'PDF Version' with a PDF icon.

## Submitting your Application

On the **Signature** page of the Application:

- If you try to submit before all of the required information is completed, you will receive messages in **red text** at the top of the page indicating what is still required
- If you agree with the Signature and Submission text, **click 'I accept'** and then click **'Save & Submit Application'**
- When complete and submitted, a confirmation popup will display saying ***"Your application was successfully submitted"***



## Application Status Definitions

Below are a list of definitions of Application Status, found on the Portfolio page of GMS:

### Pre-Submission

- ***In Draft - Not Submitted:*** The user has started the process, but has not completed all the required information.
- ***In Draft- Missed Deadline:*** The user has not submitted their application before the deadline.
- ***Withdrawn:*** The user has chosen to withdraw their application from the competition.
- ***Submitted – NSHRF:*** The institution has approved the application and it has been submitted to NSHRF. This does not mean the submission is eligible.

### Post-Submission

- ***Eligible:*** The application has been reviewed and deemed eligible.
- ***Not Eligible:*** The application has been reviewed and deemed not eligible.
- ***Withdrawn:*** The user has chosen to withdraw their application from the competition.
- ***Funded:*** The application has a funding offer.
- ***Not Funded:*** The application has not been funded.
- ***Accepted:*** The applicant has accepted the funding offer in GMS.