

Idaho State Police Grants Management System (GMS) Programmatic Reporting Instructions September 2012

Once logged into GMS, the subgrantee's **Home Page/Grant Manager** Page will appear, listing the projects, applications, and work in progress associated with the subgrantee. When the grant application is awarded and accepted by both the project director and the financial officer, it moves from grant applications to projects. If the project has more than one project cycle, the project cycle dates will be listed under the project title.

Grants Manager

Your Projects

Instructions Update	Grant number -
Project Cycle - 06/01/2011 thru 05/31/2012	
GMS Test Project 3	Grant number -
Project Cycle - 01/01/2013 thru 12/31/2013	
Project Cycle - 01/01/2014 thru 12/31/2014	
2012 Test 2	Grant number -
Project Cycle - 01/01/2013 thru 12/31/2013	
Project Cycle - 01/01/2013 thru 12/31/2013	
Project Cycle - 01/01/2014 thru 12/31/2014	

Your Grant Applications

	Application Status
Goals Test Project	Unsubmitted
2012 New Application Test	Submitted
test	Unsubmitted
GMS Test 4	Submitted

Your work in progress

2012 Test 2

Cycle 01/01/2013 - Progress report for quarter 1 - Jan thru Mar - SAVED

Important Information from the GMS Team

IMPORTANT BUDGET REMINDER FOR ALL SUBGRANTEES:
Prior approval is required from PGR before grant funds can be expended on any items NOT approved in your ORIGINAL budget.

To all users: Please check your Personal User Account and make sure all of your information is up-to-date and correct. PG & R has been receiving an excessive amount of "Undeliverable" email address receipts.

You have an application for project continuation that is due by 11/17/2012 @ 11:00:PM

Review this box each time you log in for important messages from PGR.

Saved and Disapproved reports are listed here. The link will take the subgrantee directly to that report.

To access a project, select the project title or project cycle under **Your Projects** OR **Projects** in the menu bar. The subgrantee will be directed to the **Project Information** tab for the selected project.

Project Information | Project Cycles | Attachments

Project Title : 2012 Test 2 EDIT

Project Time Frame : 01/01/2013 - 12/31/2014

Applicant Agency : Idaho State Police

Implementing Agency : Idaho State Police - Headquarters

Agency Phone : (208) 884 - 7200 Ext :

Project Grant Application

Executive Roles :

Director : Kara Director

Financial Officer : Officer Financial REMOVE

Project Writers :

none assigned

PROJECT ROLES EDITOR

Select role to assign or transfer

Financial Officer

Writer

Select account

Tomorosky ASSIGN ROLE

Morton ASSIGN ROLE

Squires ASSIGN ROLE

Shala ASSIGN ROLE

Inson ASSIGN ROLE

ASSIGN ROLE

Kara Director ASSIGN ROLE

Officer Financial ASSIGN ROLE

Fred Rice ASSIGN ROLE

View the approved application by clicking **Project Grant Application**

The **Project Cycles** tab is where goals, quarterly reports, and adjustments are located for each project cycle.

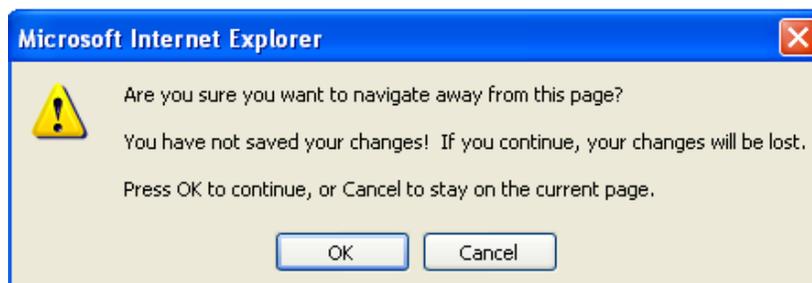
The most recent project cycle will populate automatically. Use the drop down arrow to access different project cycles and click VIEW.

The **Continuation Application** section contains the application, as well as the award document and acceptances.

Goals

The Goals tab was designed as a tool and cannot be used for updating or analysis. The project goals, objectives, and performance measures are located under this tab. All of this information is read only, except for the titles of the goals, objectives, and performance measures, which can be changed. Be sure to **SAVE** any title changes. **If goals, objectives, and performance measures were not a required component of the grant application, this section may contain no information.**

It is important to remember to **SAVE** your work. If you have edited a report and forgot to **SAVE** before moving to a new screen, the following message will appear, reminding you to **SAVE**.



Project/Progress Reports

The required quarterly progress report narrative and any updates on performance measures are completed under the **Project Reports** section by creating a new report.

The screenshot shows the 'Idaho State Police Intranet' header with the title 'Planning, Grants & Research' and a user logged in as 'director'. The navigation menu includes 'Home', 'My Account', 'Projects', 'Resources', 'Grant Applications', and 'Logout'. Below the menu, there are tabs for 'Project Information', 'Project Cycles', 'Continuation', and 'Attachments'. The main content area displays project details: 'Title : GMS Test Project 3', 'Project start date : 01/01/2013', 'Project end date : 12/31/2014', and 'Grant Numbers : GMSTEST3, GMSCONT3'. A 'Project Cycle' dropdown is set to '01/01/2013 thru 12/31/2013' with a 'VIEW' button. A horizontal menu contains 'Draw Downs', 'Goals', 'Financial Reports', 'Project Reports' (highlighted with an orange box), and 'Adjustments'. Below this, the 'Project Cycle Project Reports' section is visible, with a sub-section 'Progress Reports' containing a table with two rows: 'Create quarter 1 report' and 'Create stand alone final', both highlighted with orange boxes.

On the **Creating new progress report** page, the subgrantee enters the **Progress Report Narrative** into the box provided. The narrative is designed to provide PGR with a description of what occurred during the quarter, including any obstacles, resolutions, accomplishments, accolades, or anything else not reported in the **Goal Updates** section of the report. The narrative cannot exceed 4,000 characters, which includes spaces.

Writers assigned to the project can create and **SAVE** the narrative, as well as update performance measures, but only the project director can **SUBMIT** the Progress Report.

The screenshot shows the 'Idaho State Police Intranet' header with the title 'Planning, Grants & Research' and a user logged in as 'director'. The navigation menu is the same as in the previous screenshot. Below the menu, there are tabs for 'Project Information', 'Project Cycles', 'Continuation', and 'Attachments'. The main content area displays the same project details as the previous screenshot. Below the project details, there is a 'Project Cycle' dropdown set to '01/01/2013 thru 12/31/2013' with a 'VIEW' button. A horizontal menu contains 'Draw Downs', 'Goals', 'Financial Reports', 'Project Reports', and 'Adjustments'. Below this, the 'Creating new progress report' section is visible, with 'SAVE' and 'SUBMIT' buttons. A large text area for the 'Progress Report Narrative' is present, with an 'Is Final' checkbox. A text box with an orange border contains the text: 'There is NO spell check in GMS. Narratives can be typed in any word processing software and cut and pasted into GMS.' To the right of the text area, there is a 'HELPFUL REMINDERS' box with the following text: 'A progress report narrative cannot be longer than 4000 characters (including spaces). Only the Project Director is able to submit progress reports to Planning, Grants & Research. In order to submit a progress report to Planning, Grants & Research all uncompleted performance indicators must be updated.'

The **Progress Report Narrative** must be saved before **Goal Updates** (left of the narrative) and **Progress Reports Attachments** (below narrative) are available.

Select the **Adobe** icon for a pdf version of any report.

Select **Add new attachment** and a new screen will appear for the attachment title, file, and description. PGR recommends that an attachment be either a pdf, Word, Excel, or jpg file.

HELPFUL REMINDERS
Remember to save your changes.
The progress report narrative cannot be longer than 4000 characters (including spaces).
Only the Project Director is able to submit progress reports to Planning, Grants & Research.
In order to submit a progress report to Planning, Grants & Research all uncompleted performance indicators must be updated.
Number of performance indicators that still need updated is 2

To update performance measures, select the objective, then the performance measure, and click on (update performance measure). The number of performance measures that need updated is listed under Helpful Reminders.

(update performance measure)

If goals, objectives, and performance measures were not a required component of the grant application, this section may contain no information.

HELPFUL REMINDERS
Number of performance measures that still need updated is 2
Remember to save your changes.
The performance measure analysis cannot be longer than 4000 characters (including spaces).
Make sure to provide a narrative update if your analysis is negative. Like the performance measure analysis, the narrative update cannot be longer than 4000 characters

Performance measure updates must be added to the **Update Narrative** section. The **Analysis** section is where subgrantees can provide quarterly change rate percentages, possible reasons for increases or decreases, etc.

(Back to Narrative)

Progress report for quarter 1 - Jan thru Mar (View History)

Goal Updates
expand all | collapse all

Goals

- G: Goal 1 Test
 - Objectives
 - O: Objective 1 Test
 - Activities
 - Performance Measures
 - PI: Performance Measure Test 1
- G: Goal 2 Test
 - Objectives
 - O: Objective 2 Test

Adding new progress report performance measure update Is Final :

Title : Performance Measure Test 1
Start date : 01/01/2013 | End date :
Performance Measure Test 1 Description

Update Narrative : This performance measure has been completed

Analysis :

HELPFUL REMINDERS

- Number of performance measures that still need updated is 2
- Remember to save your changes.
- The performance measure analysis cannot be longer than 4000 characters (including spaces).
- Make sure to provide a narrative update if your analysis is negative. Like the performance measure analysis, the narrative update cannot be longer than 4000 characters (including spaces).
- Only the Project Director is able to submit progress reports to Planning, Grants & Research.
- In order to submit a progress report to Planning, Grants & Research all uncompleted performance measures must be updated.

The performance measure has been completed box should ONLY be checked if the performance measure is completed for the ENTIRE project cycle, not just the quarter.

Once the progress report narrative and all performance measures (if required) have been updated, and any attachments added, the progress report can be submitted.

Idaho State Police Intranet
Planning, Grants & Research
Logged in as: director

Home My Account Projects Resources Grant Applications Logout

Project Information Project Cycles Continuation Attachments

Title : GMS Test Project 3 Project start date : 01/01/2013 Project end date : 12/31/2014 Grant Numbers : GMSTEST3, GMSCONT3

Project Cycle: 01/01/2013 thru 12/31/2013 VIEW Draw Downs | Goals | Financial Reports | Project Reports | Adjustments

Progress report for quarter 1 - Jan thru Mar (View History)

Goal Updates
expand all | collapse all

Goals

- G: Goal 1 Test
 - Objectives
 - O: Objective 1 Test
- G: Goal 2 Test
 - Objectives
 - O: Objective 2 Test

(Link to PMT website)

Is Final :

Progress Report Narrative :
test

Progress Report Attachments
Add new attachment

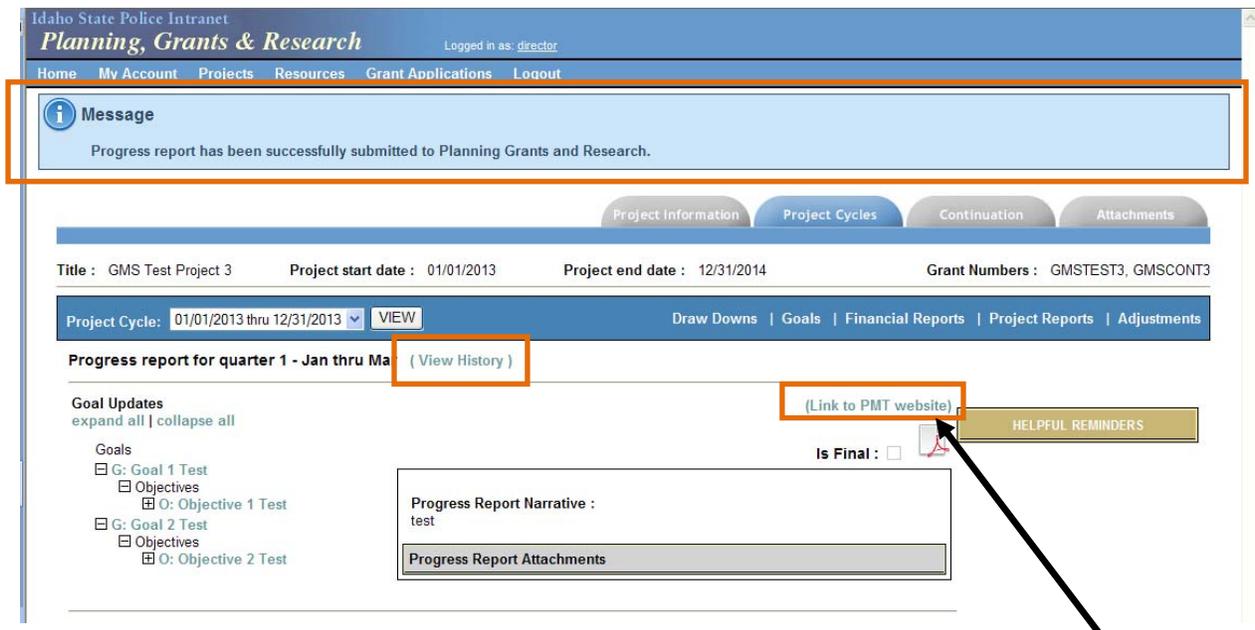
HELPFUL REMINDERS

- Remember to save your changes.
- The progress report narrative cannot be longer than 4000 characters (including spaces).
- Only the Project Director is able to submit progress reports to Planning, Grants & Research.
- In order to submit a progress report to Planning, Grants & Research all uncompleted performance measures must be updated.
- Number of performance measures that still need updated is 0

The Is Final box should ONLY be checked on the LAST quarterly report of the project cycle.

A progress report CANNOT be submitted unless all required performance measures have been updated.

If the progress report was submitted successfully, there will be a blue message at the top of the page. If there are errors on the progress report the message will be red and list the errors that require correction before the report can be successfully submitted.



JAG and RSAT subgrantees are also required to submit quarterly Performance Measurement Tool (PMT) updates. The PMT website can be accessed by clicking on the link provided on the progress report.

The status of progress reports, which include saved, submitted, approved, or disapproved, can be viewed by clicking on the **Project Reports** section. When PGR approves a progress report, the status will change from submitted to approved. If a report is disapproved, an e-mail will be sent to the project director indicating the reason for disapproval. Subgrantees can access disapproval information in GMS under **(View History)**.

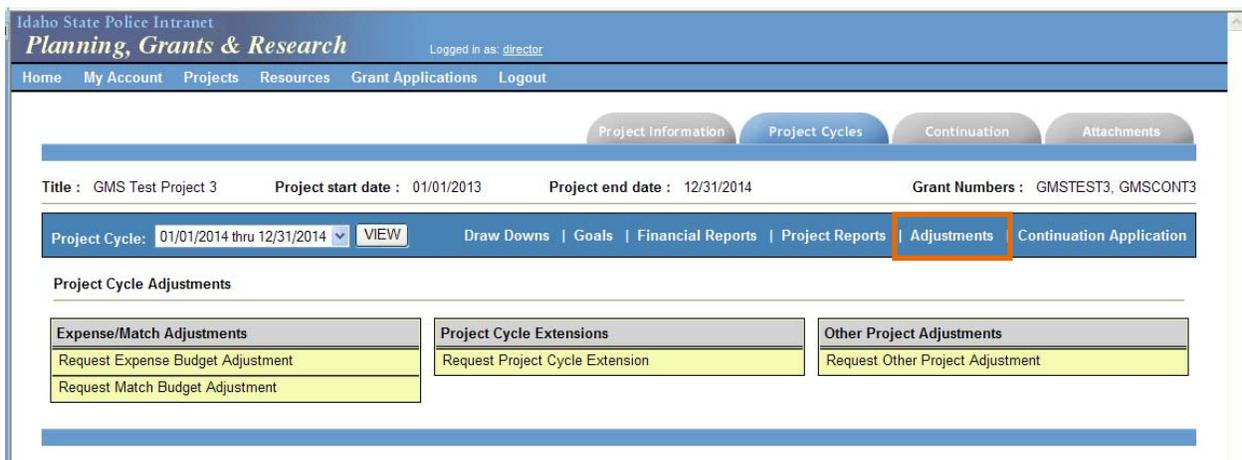
Remove Button



The REMOVE button (located next to the SUBMIT button) will delete an entire report. This button only appears after a report has been saved. Once removed, the report cannot be recovered. Please exercise caution when using this button.

Adjustments

All adjustments must be submitted through the Adjustments tab in GMS.



There are four (4) types of adjustments: Expense Budget Adjustment, Match Budget Adjustment, Project Cycle Extension, and Other Project Adjustment.

The expense and match budget adjustments allow a subgrantee to request the movement of funds between budget categories. A subgrantee can also request to decrease their match amount, but only if the requested amount still meets the required 25% match. **Match is only required for STOP and RSAT subgrantees.**

Subgrantees can request additional time to complete project activities or expend funds through Project Cycle Extensions.

Project director or financial officer changes, or any other changes not falling under the adjustment types mentioned above, would be an Other Project Adjustment.

ONLY the project director can submit adjustments; financial or otherwise.

Resources

There are six (6) resource categories: Acceptances, Administrative Guides, Assurances, Instructions, Recovery Act, and Reports. Each federal grant has its own acceptances and assurances, while the administrative guides encompass all grants. Assurances are required when an application is submitted in GMS and acceptances are attached to each award document. The Instructions category contains these instructions, as well as Financial Reporting Instructions, Recovery Act Report Instructions, Continuation Application Instructions, and New Application Instructions.

Idaho State Police Intranet
Planning, Grants & Research Logged in as: director

Home My Account Project **Resources** Grant Applications Logout

Select document category to view: Acceptances (dropdown menu)
Acceptances
Administrative Guides
Assurances
Instructions
Recovery Act
Reports

DISPLAY

HELPFUL REMINDERS
Select a category from the drop down box and press the display button to view the list of documents.
Select the title to view the pdf document.