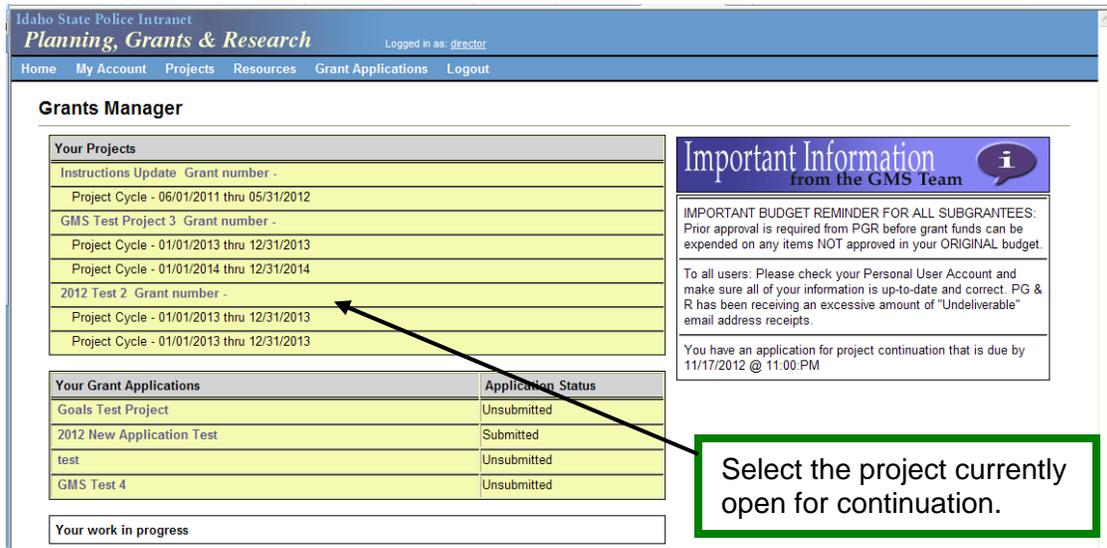


Idaho State Police Grants Management System (GMS) Continuation Application Instructions

Step 1: Beginning the Continuation Process

After you have logged onto GMS using your user ID and password, click on the name of the project currently open for continuation.

At the top of the project page you will see “Apply for a grant continuation.” ONLY THE PROJECT DIRECTOR WILL SEE AND BE ABLE TO SELECT THIS PROCESS.



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

Home My Account Projects Resources Grant Applications Logout

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 |

| Your Grant Applications | Application Status |
|---------------------------|--------------------|
| Goals Test Project | Unsubmitted |
| 2012 New Application Test | Submitted |
| test | Unsubmitted |
| GMS Test 4 | Unsubmitted |

Your work in progress

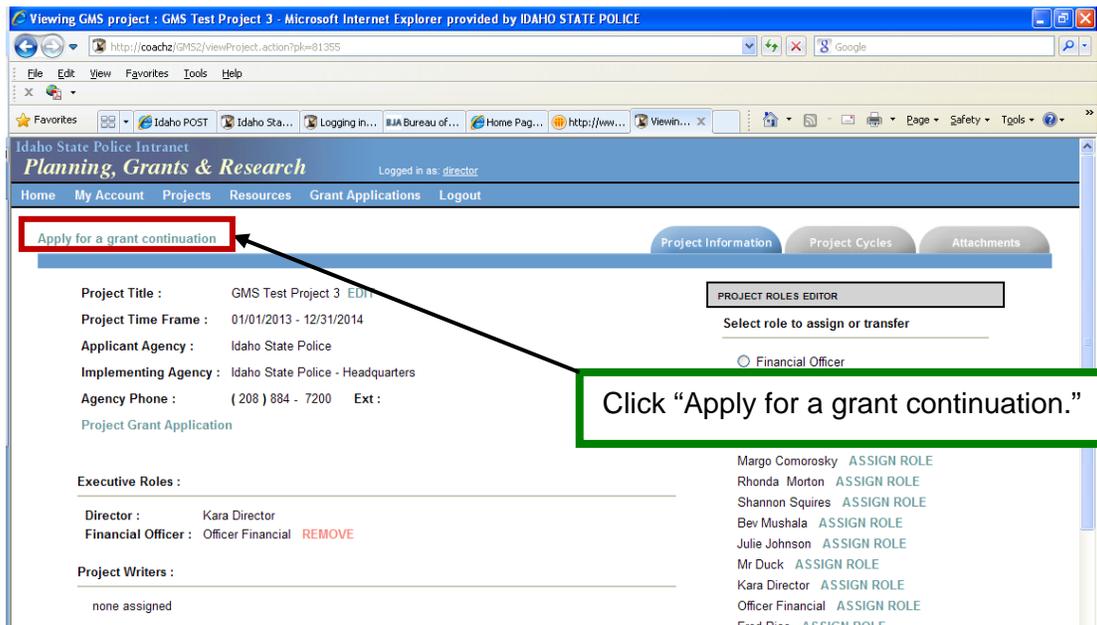
Important Information from the GMS Team

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

Select the project currently open for continuation.



Viewing GMS project : GMS Test Project 3 - Microsoft Internet Explorer provided by IDAHO STATE POLICE

http://coahz/gms2/viewProject.action?pk=81355

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

Home My Account Projects Resources Grant Applications Logout

Apply for a grant continuation

Project Information Project Cycles Attachments

Project Title : GMS Test Project 3 EDI
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

PROJECT ROLES EDITOR
Select role to assign or transfer

Financial Officer

Executive Roles :

Director : Kara Director
Financial Officer : Officer Financial REMOVE

Project Writers :

none assigned

Margo Comorosky ASSIGN ROLE
Rhonda Morton ASSIGN ROLE
Shannon Squires ASSIGN ROLE
Bev Mushala ASSIGN ROLE
Julie Johnson ASSIGN ROLE
Mr Duck ASSIGN ROLE
Kara Director ASSIGN ROLE
Officer Financial ASSIGN ROLE
Fred Rice ASSIGN ROLE

Click "Apply for a grant continuation."

After the project director has clicked on “Apply for a grant continuation,” entered the continuation project start and end dates, and clicked SAVE, the financial officer and project writer(s) will have access to view and edit the application. The new project cycle cannot begin until after the end date of your current project cycle.

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

Home My Account Projects Resources Grant Applications Logout

Apply for a grant continuation

Project Information Project Cycles Attachments

Title : GMS Test Project 3 Grant Numbers : GMSTEST3, GMSCONT3

Creating a new application for project continuation

Applicant Agency : Idaho State Police
 Implementing Agency : Idaho State Police - Headquarters
 New cycle beginning date :
 New cycle ending date :

HELPFUL REMINDERS

All dates must be in the format MM/DD/YYYY

Previous project cycles :
 01/01/2013 thru 12/31/2013
 01/01/2014 thru 12/31/2014

SAVE

Step 2: Program Narrative Section

The program narrative should include:

- Project overview,
- Proposed accomplishments for the upcoming project cycle,
- Successes from previous project cycles,
- Data supporting the impact of the project,
- Modifications, and
- Obstacles and solutions.

The character limit in GMS for the program narrative is 16,000, including spaces. **TIP: You may want to type each section of your application in MS WORD and cut and paste into the corresponding section in GMS, as GMS does not have spell check!**

REMEMBER: You MUST click "SAVE" after entering your program narrative.

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

New beginning date : 01/01/2015 New ending date : 12/31/2015

SAVE SUBMIT REMOVE

Dates | Continuation Program Narrative | Continuation Goals | Budget | Attachments

Continuation Program Narrative :

HELPFUL REMINDERS

The grant continuation program narrative cannot be longer than 16,000 characters (including spaces).

Only the Project Director is able to submit a continuation application to Planning, Grants & Research.

Click on the Adobe icon to save a PDF copy of this application.

Step 3: Goals Section

The Request for Proposal (RFP) will indicate if goals, objectives, and performance measures are required for your application. This section is no longer required in GMS, so an application may be submitted without this information. Review the RFP carefully for requirements pertaining to the goals section.

If goals, objectives, and performance measures are required, you must complete updates to those objectives and performance measures each quarter, therefore, you will want to make sure you are able to provide accurate information.

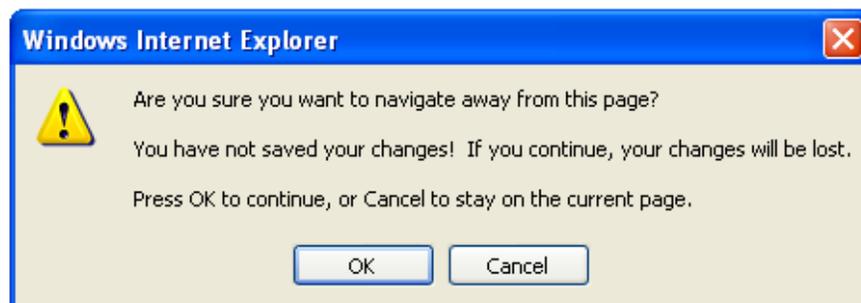
REMEMBER: You MUST Click “SAVE” after each screen during your entry of goals, objectives, and performance measures.

Click on **Goals +** to bring up the text boxes for title, start date, and description.

The screenshot shows the 'Idaho State Police Intranet Planning, Grants & Research' interface. The user is logged in as 'director'. The main navigation bar includes 'Home', 'My Account', 'Projects', 'Resources', 'Grant Applications', and 'Logout'. The current page is titled 'GMS Test Project 3' and shows 'New beginning date : 01/01/2015' and 'New ending date : 12/31/2015'. There are 'SAVE', 'SUBMIT', and 'REMOVE' buttons. A 'Goals +' button is highlighted with a red box. A green box with arrows points to the 'New Goal Title', 'Start date', and 'Goal Description' fields. A green box at the bottom contains the text: 'Enter your goal title, start date, and goal description.' A 'HELPFUL REMINDERS' box on the right lists: 'All dates must be in the format MM/DD/YYYY', 'The goal's title, start date and description are required.', 'The title cannot be longer than 200 characters (including spaces).', and 'A continuation goal's description cannot be longer than 4000 characters (including spaces).'

Once you click SAVE, you can create a new objective for that specific goal.

If you forget to SAVE your work before switching to another screen on your application, you will receive the following Windows Internet Explorer message:



Once the objective title, start date, and description are completed, click SAVE, and move on to creating performance measures, which are completed in the same manner. REMEMBER, objectives should be outcome based.

If at some point you've lost track of what objective or performance measure you are working on, refer to the blue box. You will be able to determine which goal, objective, or performance measure you are entering.

Performance measures include quantifiable data, such as time periods, dates, numbers, and amounts. As this is a continuation project, all base line data should have been collected during the first year of the project. In order to show success, the performance measures should include percentage increases or decreases. For example, if your project was to fund a drug task force and one of your first year performance measures was to report the number of drug seizures, the performance measure for the continuation would be to increase the number of drug seizures by 10% over the data reported last year.

Continue to complete these steps for each goal, and their accompanying objectives and performance measures.

The goals, objectives, and performance measures are set up similarly to Windows folders. You can “expand all” and see all the objectives and performance measures for each project goal or you can “collapse all” and just see the project goals.

Continuation Goals
 expand all | collapse all

- Goals +
 - G: Test Goal 1 X
 - Objectives +
 - O: Objective Test 1 X
 - Performance Measures +
 - PI: Performance Measure Test 1 X

To add or remove goals, look for the + and X icons.

Step 4: Budget Section

The requested budget must reflect as closely as possible the costs associated with the proposed project. The required Expense/Match Budget Detail Worksheet, which includes calculations and narratives, must be completed and contain a breakdown of costs identified and explanations of how the costs were derived.

The Expense Budget column is for the federal portion of your budget. List any required match dollars under the Match Budget. Refer to the RFP to see if your project requires match. The amounts entered in the Budget section should match the amounts from the Expense/Match Budget Detail Worksheet. The completed worksheet must be attached to your application via the Attachments section.

The screenshot shows the 'Budget' section of the 'GMS Test Project 3' application. It features a table with two columns: 'EXPENSE BUDGET' and 'MATCH BUDGET'. The rows include Personnel, Operating/Consultant, Travel, Equipment, and Other Funds, each with input fields for dollar amounts. A 'Total' row shows \$0 for both columns. A 'HELPFUL REMINDERS' box on the right contains instructions about monetary numbers, matching funds, and submission rights. A yellow callout box at the bottom right reminds users to attach the required worksheet.

| | EXPENSE BUDGET | MATCH BUDGET |
|----------------------|----------------|--------------|
| Personnel | \$ 0 | \$ 0 |
| Operating/Consultant | \$ 0 | \$ 0 |
| Travel | \$ 0 | \$ 0 |
| Equipment | \$ 0 | \$ 0 |
| Other Funds | \$ 0 | \$ 0 |
| Total | \$ 0 | \$ 0 |

Step 5: Attachments Section

The Expense/Match Budget Detail Worksheet must be attached here. You may be required to attach other documents to your application, such as an MOU, Subgrantee Confidential Fund Certification form, or Indirect Cost Negotiated Agreement. Please DO NOT attach Letters of Support for the continuation process.

New for 2012: Word and Excel documents can be attached to your application in GMS.

Click “Add new attachment” and a new window will open. From there you may do the following in any order; add Attachment title, click “Browse” (find the file on your computer or the network drive that you wish to attach), and add Attachment description. Then click “SAVE”. A message should appear that states “New attachment successfully added to continuation application.” Repeat these steps for all attachments.

Step 6: Submitting the Application, the Assurances, and Certifications

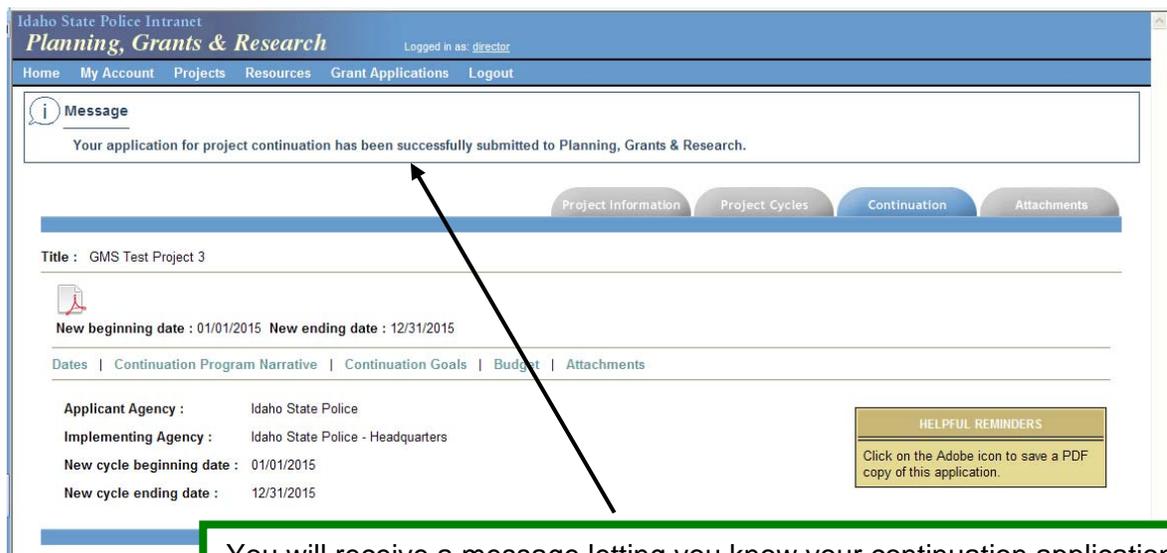
Now you are ready to submit your continuation application. The PROJECT DIRECTOR is the only one authorized to SUBMIT THE APPLICATION. Once you choose to submit your application you will NOT be able to make any further changes. **Please verify that you have completed all portions of the application according to RFP requirements.** After submitting the application you will be asked to review and agree to the following Assurances and Certifications that apply to your grant project:

- Assurance 4061: Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Standard Assurance 4000

You will then need to:

Click the box next to the text at the bottom of the page, stating, "I agree to, have read, and understand all of the documents listed above. Furthermore, I am the signing authority, or have been designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this application system on behalf of this jurisdiction."

Click "Submit."



The screenshot shows the Idaho State Police Intranet interface. At the top, it says "Idaho State Police Intranet" and "Planning, Grants & Research". The user is logged in as "director". The navigation menu includes "Home", "My Account", "Projects", "Resources", "Grant Applications", and "Logout". A message box at the top left contains an information icon and the text: "Your application for project continuation has been successfully submitted to Planning, Grants & Research." Below this, there are tabs for "Project Information", "Project Cycles", "Continuation", and "Attachments". The "Continuation" tab is selected. The page displays the title "GMS Test Project 3" and the dates "New beginning date : 01/01/2015" and "New ending date : 12/31/2015". There are links for "Dates", "Continuation Program Narrative", "Continuation Goals", "Budget", and "Attachments". The applicant agency is "Idaho State Police" and the implementing agency is "Idaho State Police - Headquarters". The new cycle dates are "01/01/2015" and "12/31/2015". A "HELPFUL REMINDERS" box at the bottom right says "Click on the Adobe icon to save a PDF copy of this application." A black arrow points from the message box to the "HELPFUL REMINDERS" box.

You will receive a message letting you know your continuation application was successfully submitted to PG&R. If the message you receive is in **RED**, there is an error on your application, which must be fixed before it can be submitted.

QUESTIONS

For assistance contact PG&R at 884-7040 or pgr@isp.idaho.gov.