

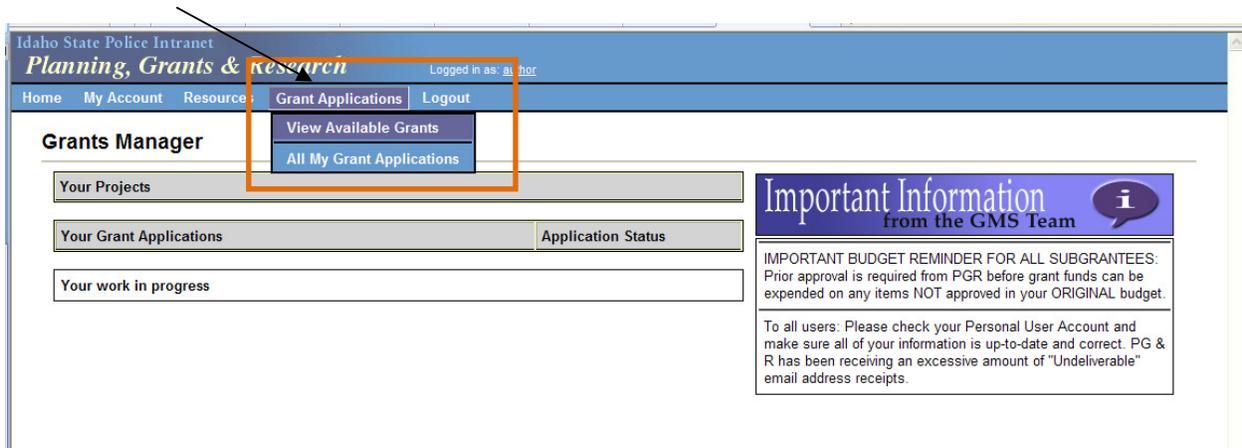
Idaho State Police Grants Management System (GMS) New Application Instructions

Step 1: Signing On

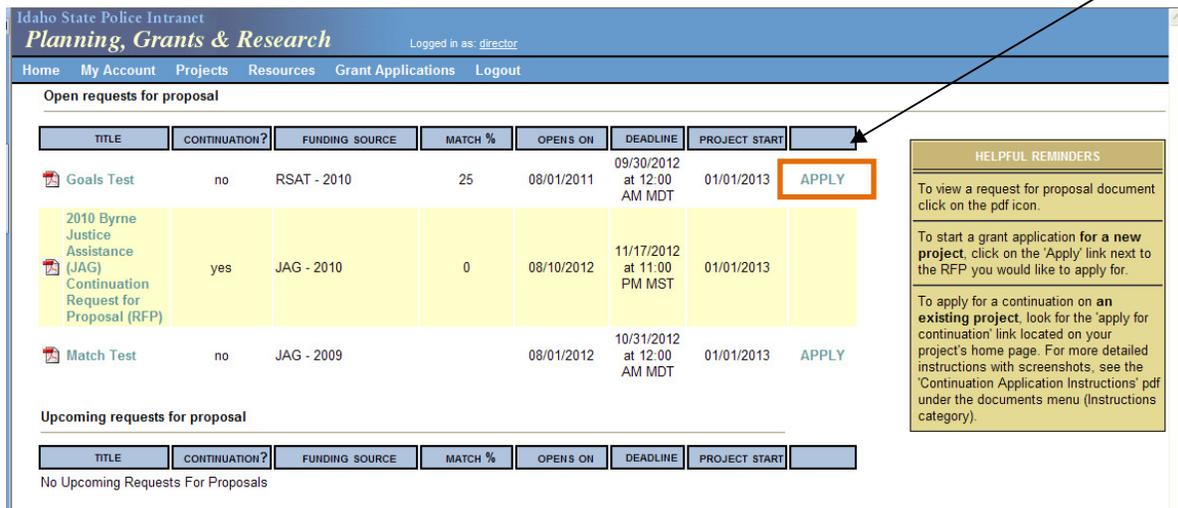
If you don't already have an account on GMS, go to the sign-in page (www.isp.idaho.gov/gms/login.action) and click on the link to create a new account. You will not be able to complete the application until you have signed on to GMS and entered the appropriate information to obtain a user name and password. If you already have a GMS user name and password, proceed to GMS sign in.

Step 2: Beginning the Application Process

After you have logged on to GMS, click on "Grant Applications" and "View Available Grants".



A list of available funding sources and their Requests For Proposals (RFPs) will be shown. Click on "APPLY" next to the grant you wish to apply for.



Step 3: Title Page Section

All fields on the Title Page are required and must be filled in before an applicant can access other sections of the application.

The screenshot shows the 'Title Page' section of a grant application. At the top, there are tabs for 'Grant Application' and 'Notes'. Below the tabs, the following information is displayed: Project title: Test 2 No goals; Applying for: Match Test (JAG 2009); Director: Director Eden (temp); Author: Director Eden; Financial officer: Financial Eden (temp). Below this, the application status is 'unsubmitted', and there are buttons for 'SAVE', 'SUBMIT', and 'REMOVE'. On the left, a navigation menu includes 'Title Page', 'Roles', 'Program Narrative', 'Goals', 'Budget', and 'Attachments'. The main form area contains the following fields: Project Title (Test 2 No goals), Project start date (01/01/2013), Project time frame (Three Years), Applicant Agency (state), Applicant Agency District (STATEWIDE), Implementing Agency (state), Implementing Agency EIN (tax id) (123456789), Implementing Agency Zip Code +4 (12345-6789), Implementing Agency Congressional District (1), and Agency DUNS Number (123123456). A question about SAM registration is also present with radio buttons for 'Yes' and 'No'.

Project Title: Descriptive title for the project

Project Start Date: Automatically populated with the start date from the RFP. This date can be updated, but an applicant cannot start their project prior to the date listed in the RFP.

Project time frame: This is a drop down box with four (4) options: One Year, Two Years, Three Years, or Five Years (Byrne JAG Task Forces Only). This information lets PGR know if an applicant will be requesting continuation funding in upcoming years.

Applicant Agency: Agency applying for funds
Example - Idaho State Police

Applicant Agency District: This is a drop down and identifies the ISP District where the Applicant Agency is located. An applicant can click on the "view districts" link for a map of Idaho, which indicates what counties are in what district.

Implementing Agency: Agency implementing the project
Example - Idaho State Police Forensic Services

Implementing Agency EIN (tax id): Employer Identification Number (EIN) or Tax ID
Must be between 9 and 11 digits

Implementing Agency Zip Code +4: This field requires a total of 10 characters and must be in the format 12345-1234 (dash must be included). An applicant can click on "lookup zip code" to determine the +4 of the implementing agency zip code.

Implementing Agency Congressional District: This is a drop down box and the applicant needs to identify if the implementing agency is in Idaho Congressional District 1 or 2. An applicant can click on “lookup congressional district” for assistance.

Enter your zip code in the box, select “GO” and your representative will be identified, along with the congressional district they represent.

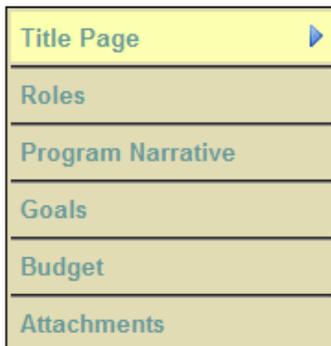


Agency DUNS Number: All applicants must identify their DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

Does your agency have an active registration with the System for Award Management (SAM)?: Yes or No

Applicants are also required to register with the [System for Award Management \(SAM\)](#), which combines eight federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA) into one new system.

Once the title page section is saved, an applicant can move onto other sections of the application by selecting the corresponding box on the left-hand side of the screen.



Step 4: Roles Section

Assigning a director and financial officer is required. They cannot be the same person and must have different email addresses.

The email addresses you enter here are used to uniquely identify your project director and financial officer in the system.

- If there is already an account in the system under the email address you specify, that account will be associated with this grant application.
- Otherwise an email will be sent to the address you specify inviting that person to create an account with the system. When an account is created with that email address, that account will be associated with this grant application.

The screenshot shows the 'Roles' section of the Idaho State Police Intranet. The page title is 'Planning, Grants & Research' and the user is logged in as 'director'. The navigation menu includes Home, My Account, Projects, Resources, Grant Applications, and Logout. The current page is 'Grant Application'.

Project title: GMS Test 4
Applying for: Goals Test (RSAT 2010, 25% match)
Director: Kara Director
Author: Kara Director
Financial officer: Officer Financial (temp)

Application Status: *unsubmitted*

Buttons: SAVE, SUBMIT, REMOVE

Executive Roles:

Director :	<input type="text" value="Kara Director"/>	Financial Officer :	<input type="text" value="Officer Financial"/>
Director's Phone #:	(<input type="text" value="888"/>) <input type="text" value="888"/> - <input type="text" value="8888"/> Ext. <input type="text"/>	FO's Phone #:	(<input type="text" value="208"/>) <input type="text" value="111"/> - <input type="text" value="1111"/> Ext. <input type="text"/>
Director's Email :	<input type="text" value="kara@director"/>	FO's Email :	<input type="text" value="financial@officer"/>
Confirm Email :	<input type="text" value="kara@director"/>	Confirm Email :	<input type="text" value="financial@officer"/>
Agency Affiliation :	<input type="radio"/> Applicant Agency <input checked="" type="radio"/> Implementing Agency	Agency Affiliation :	<input type="radio"/> Applicant Agency <input checked="" type="radio"/> Implementing Agency

Step 5: Program Narrative Section

The screenshot shows the 'Program Narrative' section of the Idaho State Police Intranet. The page title is 'Planning, Grants & Research' and the user is logged in as 'director'. The navigation menu includes Home, My Account, Projects, Resources, Grant Applications, and Logout. The current page is 'Grant Application'.

Project title: GMS Test 4
Applying for: Goals Test (RSAT 2010, 25% match)
Director: Kara Director
Author: Kara Director
Financial officer: Officer Financial (temp)

Application Status: *unsubmitted*

Buttons: SAVE, SUBMIT, REMOVE

(View Instructions)

Program Narrative

Program narrative requirements are addressed in the RFP and are specific to the funding source. Be sure to review this section of the RFP very carefully. If the program narrative is missing required components, the application could be deemed unresponsive. The character limit is 16,000, including spaces.

TIP: Type the program narrative in MS Word and cut and paste into the program narrative section, as GMS does not have spell check.

Step 6: Goals Section

The 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. See the Goals, Objectives, and Performance Measures appendix of the RFP.

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.

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

Home My Account Projects Resources Grant Applications Logout

Grant Application Notes

Project title: GMS Test 4 Director: Kara Director Financial officer: Officer Financial (temp)
Applying for: Goals Test (RSAT 2010, 25% match) Author: Kara Director

Application Status: *unsubmitted* SAVE SUBMIT REMOVE

Project Goals review RFP for goal requirements
expand all | collapse all

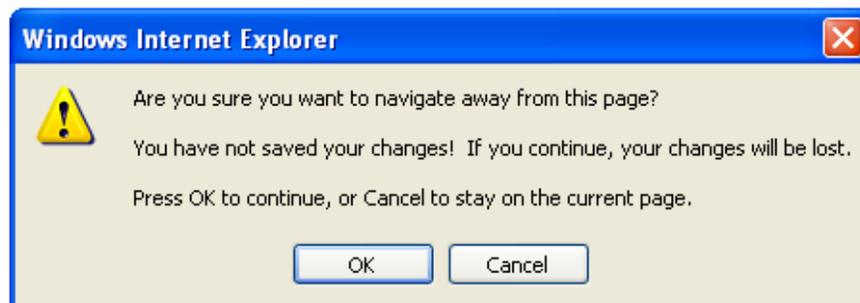
Goals +

New Goal Title :
Start date :
Goal Description :

Enter your goal title, start date, and goal description.

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 you lose 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.

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 ✖
- [-] Objectives +
- [-] O: Objective Test 1 ✖
- [-] Performance Measures +
- [-] PI: Performance Measure Test 1 ✖

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

Step 7: 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.

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

Home My Account Projects Resources Grant Applications Logout

Grant Application Notes

Project title: GMS Test 4 Director: Kara Director Financial officer: Officer Financial (temp)
Applying for: Goals Test (RSAT 2010, 25% match) Author: Kara Director

Application Status: *unsubmitted* SAVE SUBMIT REMOVE

(View Instructions)

Budget

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

Remember to attach the **REQUIRED** Expense/Match Budget Detail Worksheet under the Attachments section.

Step 8: 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.

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 "Grant application attachment successfully uploaded." Repeat these steps for all attachments.

Step 9: Submitting the Application, Assurances, and Certifications

Now you are ready to submit your 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."

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

Home My Account Projects Resources Grant Applications Logout

Message
Grant application has been successfully submitted to PG&R.
Grant application successfully saved.

Grant Application Notes

Project title: GMS Test 4
Applying for: Goals Test (RSAT 2010, 25% match) Director: Kara Director Author: Kara Director Financial officer: Officer Financial (temp)

Application Status: *submitted*

(View Instructions)

Title Page Roles Program Narrative Goals Budget Attachments

Project Title: GMS Test 4
Project start date : 01/01/2013

You will receive a message letting you know your grant 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.

Implementing Agency EIN (tax id) : 123456789
Implementing Agency Zip Code +4 : 12345-1234
lookup zip code
Implementing Agency Congressional District : 1
lookup congressional district

QUESTIONS?

Contact PGR at 884-7040 or pgr@isp.idaho.gov.