

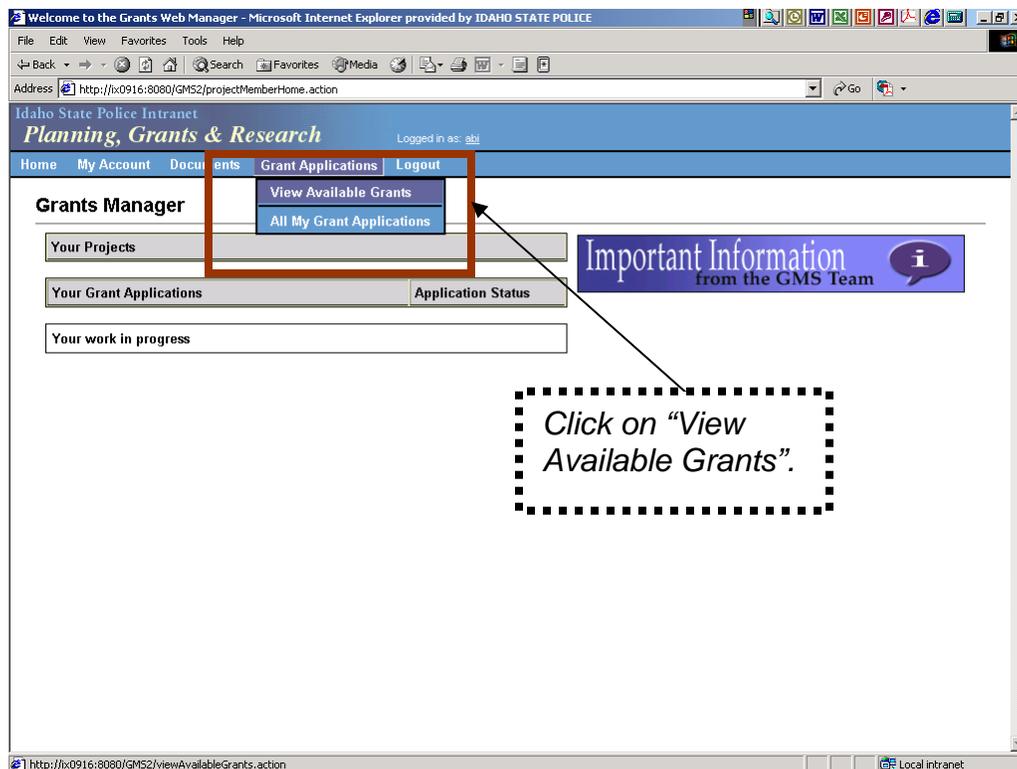
Idaho State Police Grants Management System (GMS) New Application Instructions – August 2010

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 password and user name. 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 the system using your user name and password, 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. Pay close attention to the “Helpful Reminders” on the sidebar.

Open requests for proposal

TITLE	FUNDING SOURCE	MATCH %	OPENS ON	DEADLINE	PROJECT START	
Newst Rfp	Stop - 2003	20	05/01/2007	06/01/2008	01/01/2009	APPLY
Spiderman 2007	Block - 2008	25	05/01/2007	07/07/2007	06/10/2007	APPLY
Duck a Orange	Block - 2008	25	01/13/2007	01/13/2008	01/21/2008	APPLY
Kara's Fabulous RFP	Block - 2008	25	06/25/2007	12/31/2007	10/01/2007	APPLY

Upcoming requests for proposal

TITLE	FUNDING SOURCE	MATCH %	OPENS ON	DEADLINE	PROJECT START	
A Test RFP	Gang - 2006	0	01/01/2008	12/31/2008		
Test 3	RSAT - 2005	30	10/01/2007	10/30/2007	01/01/2008	
Test 2	JAG - 2006	0	10/01/2007	12/01/2007	01/01/2008	
Test 1	RSAT - 2006	25	10/01/2007	10/30/2007	01/01/2008	
Julie's 2007 RSAT RFP	RSAT - 2007	25	07/01/2008	06/30/2009		
Testing RFP	Block - 2008	25	01/01/2008	01/01/2009	07/01/2008	
Twilight Classic	Block - 2008	25	03/03/2008	05/01/2008		

HELPFUL REMINDERS

To view a request for proposal document click on the pdf icon.

You may apply for a grant using any open request for proposal by clicking on the 'apply' text.

The "Helpful Reminders" will walk you through the application process.

Step 3: Completing the Title Page

All fields on the Title Page are required before moving on to the rest of the application. The only exception is the Agency's DUNS number. You must either enter your DUNS number **or** answer the question.

Grant Application Title Page

Project title: Applying for: Julie's 2007 RSAT RFP (RSAT 2007, 25% match) Director: Author: Financial officer:

Application Status:

Title Page | Abstract | Needs Assessment | Goals | Budget | Attachments

Project Title:

Project start date:

Project time frame:

Applicant Agency:

Applicant Agency Region:

Implementing Agency:

Implementing Agency Tax Id:

Participating Agencies:

HELPFUL REMINDERS

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

New Requirements

New Requirements

Agency's DUNS number:

If your agency does not have a DUNS number, will your agency agree to obtain a DUNS number no later than the due date of your first quarterly report?

Yes
 No

Does your agency have an active registration with the Central Contractor Registry?

Yes
 No

If no, will your agency agree to have an active registration with the Central Contractor Registry no later than the due date of your first quarterly report?

Yes
 No

Local intranet 100%

A DUNS number is required. All applicants must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete. A DUNS number 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>.

Central Contractor Registration (CCR) is required. In addition to the DUNS number requirement, all applicants (other than individuals) for federal financial assistance are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. However, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

If your agency does not have a DUNS number or is not registered with CCR, you must do so by the due date of your first quarterly report. **If you do not agree to obtain a DUNS number or register with CCR, you cannot complete the rest of the application in GMS.**

Step 4: Completing the Abstract

The screenshot shows a web browser window titled "Grant Application - Abstract - Microsoft Internet Explorer provided by IDAHO STATE POLICE". The page header includes "Idaho State Police Intranet" and "Planning, Grants & Research". The user is logged in as "abi". The navigation menu includes "Home", "My Account", "Documents", "Grant Applications", and "Logout". The main content area has tabs for "Grant Application", "Roles", and "Notes". The "Grant Application" tab is active, showing fields for "Project title: whatever", "Applying for: Newst Rfp (Stop 2003, 20% match)", "Director: Author: abi fletcher", and "Financial officer:". The "Application Status" is "unsubmitted". There are three buttons: "SAVE", "SUBMIT", and "REMOVE". Below these are navigation links: "Title Page", "Abstract", "Needs Assessment", "Goals", "Budget", and "Attachments". The "Abstract" section has a large text input field. A yellow box on the right contains the text: "HELPFUL REMINDERS The abstract cannot be longer than 4000 characters."

Give a brief description of your project design as well as a general reference to your proposed goals and objectives. Specific performance information regarding goals and objectives will be completed in the "Goals" portion of the application. The system will only allow for 8000 characters so you must be as clear and concise as possible. **TIP: You may want to type the abstract in MS WORD and cut and paste into the abstract section since GMS does not have spell check!**

REMEMBER: You MUST Click "SAVE" after entering your narrative.

Step 5: Completing the Needs Assessment

The screenshot shows a web browser window titled "Grant Application - Needs Assessment - Microsoft Internet Explorer provided by IDAHO STATE POLICE". The page header includes "Idaho State Police Intranet" and "Planning, Grants & Research". The user is logged in as "abi". The navigation menu includes "Home", "My Account", "Documents", "Grant Applications", and "Logout". The main content area has tabs for "Grant Application", "Roles", and "Notes". The "Grant Application" tab is active, showing fields for "Project title: whatever", "Applying for: Newst Rfp (Stop 2003, 20% match)", "Director: Author: abi fletcher", and "Financial officer:". The "Application Status" is "unsubmitted". There are three buttons: "SAVE", "SUBMIT", and "REMOVE". Below these are navigation links: "Title Page", "Abstract", "Needs Assessment", "Goals", "Budget", and "Attachments". The "Needs Assessment" section has a large text input field. A yellow box on the right contains the text: "HELPFUL REMINDERS The needs assessment cannot be longer than 8000 characters."

Identify the need or the reason for requesting grant funds and why this project has been chosen. You will need to include data elements, identification of gaps in current services, as well as any formal needs surveys completed. In this section, you should also describe your population, the geography, and the identified partners needed to implement the project.

Step 6: Completing the Goals, Objectives, and Performance Indicators

In this portion of the application you must enter your Goals, Objectives for those Goals, and Activities and Performance Indicators for that Objective. You must have MEASURABLE objectives with clearly defined performance indicators. Ask yourself the following question: At the completion of this grant, how will I be able to PROVE it was a success?

You will be required to complete updates to these objectives and performance indicators each quarter, therefore, you will want to make sure that you are able to provide accurate information.

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

*This is the screen where you will begin working on your goals and objectives. This is what we are calling our electronic flowchart! Think about how you will be REPORTING as you enter these goals and objectives . . . **SUGGESTIONS:** Please consider reducing the number of “general” objectives in favor of fewer MEASURABLE objectives and corresponding performance indicators. Performance indicators include quantifiable data such as time periods, dates, numbers, and amounts.*

The screenshot shows a web browser window displaying the 'Idaho State Police Intranet' for 'Planning, Grants & Research'. The user is logged in as 'abj'. The page features a navigation menu with 'Home', 'My Account', 'Documents', 'Grant Applications', and 'Logout'. Below the navigation, there are tabs for 'Grant Application', 'Roles', and 'Notes'. The main content area displays project information: 'Project title: whatever', 'Applying for: Newst Rfp (Stop 2003, 20% match)', 'Director: Author: abi fletcher', and 'Financial officer:'. The 'Application Status' is 'unsubmitted', with 'SUBMIT' and 'REMOVE' buttons. A breadcrumb trail includes 'Goals'. Under 'Project Goals', there is an 'expand all | collapse all' link and a 'Goals create new' link. A callout box with a dashed border points to the 'create new' link with the text 'Click on “create new.”'. A 'HELPFUL REMINDERS' box on the right provides instructions on using the 'create new' and 'remove' icons and mentions an Adobe icon for PDF viewing.

Enter your goal title, date, and a description. When complete – SAVE!!!

The screenshot shows a web browser window titled 'IDAHO STATE POLICE'. The page has tabs for 'Grant Application', 'Roles', and 'Notes'. The 'Grant Application' tab is active. The page displays the following information:

- Project title: whatever
- Applying for: Newst Rfp (Stop 2003, 20% match)
- Director: Author: abi fletcher
- Financial officer:
- Application Status: *unsubmitted*
- Buttons: SAVE, SUBMIT, REMOVE
- Navigation: Title Page | Abstract | Needs Assessment | **Goals** | Budget | Attachments
- Project Goals section: expand all | collapse all, Goals [create new](#)
- New Goal Title :** To Provide information on completing the GMS application process.
- Start date :** 01/01/2008
- Goal Description :** The process for new applications through GMS will be a new approach for many applicants. Project focuses on successful application through a newly developed electronic system.
- HELPFUL REMINDERS:**
 - All dates should 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.
 - A goal's description cannot be longer than 4000 characters.

THEN, you can begin to record your objectives for that specific goal.

To keep track of which goal you are working on, use the list on the left side of the screen.

The screenshot shows the same web browser window, but now the 'Goals' tab is active. The 'Project Goals' section on the left is expanded, showing a list of goals:

- To Provide information on completing the GMS application process. [remove](#)
- Objectives [create new](#)

The 'New Objective' form is filled out as follows:

- New Objective Title :** Provide web-based training to all GMS New Applications.
- Start date :** 01/01/2008
- Objective Description :** Plan to provide a web-based training opportunity for all continuation applicants.
- HELPFUL REMINDERS:**
 - All dates should be in the format (MM/DD/YYYY)
 - The objective start date description is required.
 - The title cannot be longer than 200 characters.
 - An objective's description cannot be longer than 4000 characters.

Once the objective is complete, click SAVE.

After saving the objective, click on “create new” next to Activities.

Grant Application - Microsoft Internet Explorer provided by IDAHO STATE POLICE

Address: http://ix0916:8080/GMS2/newGpaActivity.action?pk=27086&goalPk=27090&objectivePk=27096

Applying for: Newst Rfp (Stop 2003, 20% match) Author: abi fletcher

Application Status: **unsubmitted**

SAVE SUBMIT REMOVE

Title Page | Abstract | Needs Assessment | **Goals** | Budget | Attachments

Project Goals
Adobe expand all | collapse all

- Goals [create new](#)
- To Provide information on completing the GMS application process. [remove](#)
- Objectives [create new](#)
- Provide web-based training to all GMS New Applications. [remove](#)
- Activities [create new](#)
- Performance Indicators [create new](#)

New Activity Title :
Schedule Training Availability

Start date :
01/01/2008

Target completion date :
02/01/2008

Activity Description :
Schedule date and notify participants that the training will be available.

HELPFUL REMINDERS

- All dates should be in the format (MM/DD/YYYY)
- The activity's title, start date, target completion date and description are required.
- The title cannot be longer than 200 characters.
- An activity's description cannot be longer than 4000 characters.

Local intranet

ACTIVITIES are tasks you need to complete in order to accomplish your goal. Fill in your activities in this section. Think of this as your “To Do List”. Again, SAVE when you are finished.

Performance indicators are next. Each performance indicator is tied DIRECTLY to your objective.

Grant Application - Microsoft Internet Explorer provided by IDAHO STATE POLICE

Address: http://ix0916:8080/GMS2/newGpaPerformanceIndicator.action?pk=27086&goalPk=27090&objectivePk=27096

Grant Application Roles Notes

Project title: whatever Director: Financial officer:
Applying for: Newst Rfp (Stop 2003, 20% match) Author: abi fletcher

Application Status: **unsubmitted**

SAVE SUBMIT REMOVE

Title Page | Abstract | Needs Assessment | **Goals** | Budget | Attachments

Project Goals
Adobe expand all | collapse all

- Goals [create new](#)
- To Provide information on completing the GMS application process. [remove](#)
- Objectives [create new](#)
- Provide web-based training to all GMS New Applications. [remove](#)
- Activities [create new](#)
- Schedule Training Availability. [remove](#)
- Performance Indicators [create new](#)

New Performance Indicator Title :
The number of completed applications submitted through GMS

Start date :
01/01/2008

Performance Indicator Description :
Utilize the number of completed applications submitted through GMS. Expect that 100% will be completed.

HELPFUL REMINDERS

- All dates should be in the format (MM/DD/YYYY)
- The performance indicator's title, start date and description are required.
- The title cannot be longer than 200 characters.
- A performance indicator's description cannot be longer than 4000 characters.

Local intranet

Performance indicators include quantifiable data such as time periods, dates, numbers, and amounts, which need to be summarized in this section. Again, SAVE your work by clicking the SAVE icon!

Continue to complete these steps for each goal, and their accompanying objectives, activities and performance indicators. You will quickly get the feel for this – AND you will know what will be required for the GMS quarterly reporting.

Step 7: Completing the Budget portion of the application

Idaho State Police Intranet
Planning, Grants & Research
 Logged in as: [abi](#)

Home My Account Documents Grant Applications Logout

Grant Application Roles Notes

Project title: whatever Director: Financial officer:
 Applying for: Newstr Rfp (Stop 2003, 20% match) Author: abi fletcher

Application Status: *unsubmitted* **SAVE** **SUBMIT** **REMOVE**

Title Page | Abstract | Needs Assessment | Goals | **Budget** | Attachments

Budget Sheets (View budget explanation)

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

HELPFUL REMINDERS

The required match for this grant is: **20%**

If you are not sure what type of expenses are included in a budget category select the budget explanation link to the left.

All monetary numbers must be entered in whole dollars.

Not all funding sources require matching funds. If you have any questions concerning match funding please contact Planning, Grants & Research.

You must complete a narrative for every category where federal funds are requested under the Expense Budget or being used as match under the Match Budget.

List only the funding you are requesting for the federal portion of your application in the expense budget column. List any required match dollars under the match budget column. You will notice on the Budget portion a link to “View Budget Explanation” which will break out the allowable costs for each of the budget sections and allow you to complete a narrative for both expense and match.

REMEMBER: You MUST Click “SAVE” after entering your budget narrative.

Step 8: Attachments

You may choose to attach documents to your application, such as an MOU. **ALL ATTACHMENTS MUST BE IN THE FOLLOWING FORMATS: ADOBE PDF FILE, JPG/JPEG IMAGE, GIF IMAGE, AND/OR BMP IMAGE.**

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”. The message at the top of the screen will state, “Grant application attachment successfully uploaded.” Repeat these steps for all attachments.

Step 9: Assigning Roles

Before submitting the application, a director and financial officer need to be assigned to the project.

Viewing GMS project - Microsoft Internet Explorer provided by IDAHO STATE POLICE
http://coachz/GMS2/loadGpaRoles.action?pk=29312

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

Home My Account Projects Documents Grant Applications Logout

Grant Application **Roles** Notes

Project title: test
Applying for: Julie's 2007 RSAT RFP (RSAT 2007, 25% match)

Director: _____
Author: Kara Director

Financial officer: _____

Application Status: **unsubmitted**

SAVE SUBMIT REMOVE

Executive Roles :

Director : _____ Financial Officer : _____
Director's Phone #: () - Ext. FO's Phone #: () - Ext.
Director's Email : _____ FO's Email : _____
Confirm Email : _____ Confirm Email : _____

Agency Affiliation : Applicant Agency Implementing Agency
Agency Affiliation : Applicant Agency Implementing Agency

HELPFUL REMINDERS

The Director and Financial Officer must follow these rules:

- Cannot be the same person
- Must have different email addresses

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

Enter the required information and take note of the “Helpful Reminders” on the right side of the screen.

Step 10: Submitting the Application, the Assurances, and Certifications

Now you are ready to submit your 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.

Viewing GMS project - Microsoft Internet Explorer provided by IDAHO STATE POLICE
http://coachz/GMS2/loadGpaRoles.action?pk=29312

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

Home My Account Projects Documents Grant Applications Logout

Grant Application **Roles** Notes

Project title: test
Applying for: Julie's 2007 RSAT RFP (RSAT 2007, 25% match)

Director: Project Director (temp)
Author: Kara Director

Financial officer: Financial Officer (temp)

Application Status: **unsubmitted**

SAVE SUBMIT REMOVE

Executive Roles :

Director : Project Director Financial Officer : Financial Officer
Director's Phone #: (208) 555 - 1234 Ext. FO's Phone #: (208) 555 - 4321 Ext.
Director's Email : project.director@email.com FO's Email : financial.officer@email.com
Confirm Email : project.director@email.com Confirm Email : financial.officer@email.com

Agency Affiliation : Applicant Agency Implementing Agency
Agency Affiliation : Applicant Agency Implementing Agency

HELPFUL REMINDERS

The Director and Financial Officer must follow these rules:

- Cannot be the same person
- Must have different email addresses

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

After submitting the application you will be asked to review and agree to the following Assurance and Certifications that apply to your grant project:

- Assurance 4000: Standard Assurance
- Assurance 4061: Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility

You will then need to:

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications. This is VERY important as you are signing on behalf of your Chief Executive Officer.

Click "SUBMIT".

QUESTIONS?

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