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>> Hello, I'm reading Smith will the NCJFCJ and helping to facilitate today's webinar. I will provide a brief overview of how the webinar system works and how you can interact with these present. -- The presenter. The presenter will use the question and answer box for comments and questions and you will see in the bottom right of the screen. You can answer -- entered the question or comment into the pot. The presenter will treasure questions at the end of the seminar as time permits. Thank you for your attention I will explain features. If you have any questions, feel free to put into the question-and-answer box. Welcome to grant management system and reports training hosted by the office of of violence against women. I would like to introduce Kyle.
>> Thank you, preamp. -- I am Kyle [last name indiscernible] the grant management consultant and OVW and today we will review the tools that you use to manage her grants. We will touch base on grant adjustments, progress report , financial reports, payment request and so over reporting. I encourage you to ask questions during this presentation. Keep in mind that I am more of the How guy -- the tech guy and [indiscernible]. If you want to do how we submit a change request on your supplement grant, in your guy. If you want to know why you need to justify the indirect cost rate, not so much. Please ask questions. If I don't know the answer I will find out for you. There are four goals. The first two have direct access to GMS in the last two do not. The first one is the primary point of contact. This is going to the person that is overseeing the grant for your organization. The responsibility includes over acceptance, progress reports, managing the financial point of contact, be close out and GAN SM that sort of thing.
>> The second role is the financial point of contact. The main objective is to complete the quarterly financial reports and request the drawdown of the funds. These both have user IDs and passwords that you will be able to access. The next 2 do not -- the authorized signing official -- the person designated by your organization to officially you word document. The other is the alternative point of contact. This person is essentially put on a list to contact OVW and we can discuss the grant with that person.
>> The first thing we are going to look at are the rent adjustment notification -- GAN. There are many types. The most common are budget modification which we will touch base on it today. Change of grantee signing official, change of grantee contact or alternate contact principal investigator, change of project. Which is also known as a no-cost extension and program of his approval.
>> Much anything that doesn't fit into any of these goes on to the program office approval. A kind of deliverables with our strategic plans for training? That's one thing.
>> -- That sort of thing.
>> Here is the main login screen for GMS. Come here and click on the login. If you don't know your username or password you can see the owner or email to call to get the password reset.
>> Sign in and you will land on the application is free. All of these screens are laid out similarly. You have your main of topics on the left-hand side. And actions. They where you will go and complete your work is in the middle of the screen. Right now we had login and we are the application screen. You can see any applications associated with the user ID. You can click the grant adjustment link on the left.
>> Click that and it will take us to the grant adjustment homepage. This will default to anything active. Active in they then submitted to OVW of the review has not taken place here. The left-hand side you can see for each status -- you can click on that and see the GAN associated with the status. Right now we will create a new GAN. Grant adjustment. We will click that. It will take us to this page -- it has a drop-down.
>> From the drop-down we want to select budget modification. Once you select that you will click the select button. That will list all of the awards assigned to your POC user idea -- ID. Locate the award number for which you want to create the GAN

and select the radio button and  click Select.
>> This is the main page for your budget modification and GAN.  On the top there is grant information. The main area is in the middle -- those three columns. The columns are your current approved budget, the budget modification that you want to make in the center column and a third column is the revised budget. The center column is the only one that you can make edits to. Let's say you want to move funding from one category to another. Let's say you want to move from French benefits to travel. -- Fringe benefits to travel. A positive number in travel in the same negative number in fringe benefits. Whatever you put into the call it has to equal zero. You are including in his and positives. You will make the modifications there. Once everything is there and goes to 0 you will have to complete a text box at the bottom for justification. Complete the justification and there are 3 button the bottom. You can save it, submitted, or cancel. If you save it it will save all your information to the database and be saved as a draft GAN.  At that point it's not been submitted. You can go back into GMS and  make updates and then submit in a later time. Click submit and it will take whatever you have submitted to OVW for review and you cannot make other changes. If you click  Cancel it or lose it. It's like it never happened.
>> The next GAN is the change  award project -- no-cost extension GAN. We will come here and go to  create grant adjustment. From the drop-down we will select change project period and click  the Create budget. Just as before it will list the grounds to create this for. Select it. Click the select button.
>> Go to the grant adjustment notice page. Questions of you will have information on the grant and then in the middle you have the -- where you can change the new project and date.
>> -- And date.
>> We recommend that you to this 5290 days out. If you like you will need an extension we recommend contacting the program specialist and discussing them with them. They can recommend how long you should request the extension four. end You can submit this up to 30 days before the end of your grant. Once it is 30 days until the end you can no longer submit one. If you still need something you can contract -- contact the program specialist to submit one for you.
>> In your new project end date and the justification and then you have three buttons at the bottom -- Say, Submit, Cancel. Click Submit and it is submitted for review to OVW  Next we will touch on everyone's favorite -- progress reporting. Again we lost in. We land on the application screen. To go into the progress reporting we will click on the Awards link on the left. Click on the Awards link.
>> This will list of your awards that you have access to with your user ID. Locate the award that you want to complete the report or. On the right-hand side there is a with that says semi annual progress report. This is under Action. Click that you to be progress report homepage. This will list the progress reports associated with the grant. It will give you the reporting period and the type and status.  Under Action you will see possibly 2 or three buttons. View, create, update. If you have not done anything with this report you will see Create and this is how you will access the reports to make modifications. If you see an update button this means that you already gone in and possibly downloaded the form -- clicked the Create button and then you will see update. Q is only -- view what is submitted. If you need to do any work at all, don't click View. Just click update for create. When you click the Create button to go in. That will notice to the report type.
>> On this page signifying whether it is a regular or final report. All of your reports are regular is that the last one which is the report.
>> Click report type -- continue, -- the next pages the download PDF page. The link in the yellow will be a generic name for you to download your form.
>> Click on that link and you will be prompted what you want to open or save it. We recommend that you open it. This way you can make sure that it is open and everything is in there. It will display in your Adobe window. Once you open it we ask you to say that. To save the PDF click on I'll and Say That.
>> -- File and save asked. The attention to what you say that and name it. I'm sure that everyone has a place where you have everything. Be aware -- some people don't always recall where they save things. I've gotten calls from people looking for things. I can help with that a little bit but my hands are tied for the most part.
>> Remember you saying and what you call it and you will be in good shape.
>> We are going to save it. We are looking at the form now. It is a PDF format will

open up in Adobe reader outside of GMS.  You will say this. At this point you can logout of GMS and work on it on your computer.  You don't need to be in GMS to complete the report. The first page of the instructions -- go through that and then on the second page is where the information starts. There are certain fields that are be populated on the 4. The grant period and grant number and grantee  name cannot be changed by you. They are populated in the form of. They are hard coded. When you upload the or into GMS,  GMS validates this. Please make sure that the form -- you download the form for each reporting period.  If you give reporting period and complete report and in the next  period you make application to the original report and try to upload it, GM is more accepted candidates will say. So, make sure you have your correct reporting period  On the last page of the form there will be one thing -- a Validate button. All the forms need to be validated before you can upload and into GMS  Once you completed the form click the Validate button. If you receive an error or message with a red circle and an ex-this needs to be fixed before you can submit the report.
>> This tells you you have an error. It will ask you if you want address the error. If you say yes, it will take you to take the modification that you need to complete the form.
>> Comeback down and click Validate. If you have another error here, go back and fix all of the errors. Once you are error free you will get a message saying the form has been validated. Once it is validated make sure that you receive the form because when you are uploading it in GMS there is a check to make sure it is validated and that is one of the fields that  if you don't say that after it is validated it will fail. Make sure that you receive it.
>> -- We save -- Re-save.
>> Now we want to upload be PDF in the GMS. We will click  this link on the left and this will take us to this page. With click the upload button. It's in the middle of the page. Right there.
>> This will prompt you to locate your file. This is why it is important to remember where it is a what you data. Browse and find the file. Uploaded. Once it is uploaded you will receive a message saying that the upload has been successful and you can click the close button. At this point we flopped into GMS and downloaded the form and faint  the form and completed the form and validated the form. We received -- Re-save and uploaded and done -- not quite. You still have to submit the form. Uploading it is part of the process. Once it is uploaded you will see a generic name -- PDF. If you want to see that you can click on the link and it will allow you to download it and look at it. If you have not yet submitted the form and you want to make changes, you can complete your form and come back in and click the upload button again and it will overwrite before that you previously uploaded.
>> We were click continue.
>> This will take us to the attachment screen. You don't need to attach anything. Make sure that you uploaded versus attaching it. If you attached OVW cannot extract the data. It needs to be  uploaded versus attached. They should be you uploaded and not attached. If you attached you will get back and you will need to then uploaded properly.
>> -- Upload it properly.
>> Now we will click Submit Report. What you hear -- see here is a table with a requirements and status for each requirement. Anything that is green and complete is something that you've done and you are good to go. Anything in complete still these to be addressed. In complete is a link. Now you see we have in complete certification. If you click this link that will take us to a certification page. Review this and make sure the information is accurate. On the bottom click accept and continue. This will bring us back to the Submit Report page and here we can see the only thing that is Incomplete is to submit the report. This gives you a button that says Submit Report. Click that button and you will get the message that the report is submitted and you are good to go. At this point it is that OVW for review.

>>  Let's say we come in and we can see here for this report the status is submitted and under action the only thing you can do is you. You cannot make changes anymore. Is being reviewed. Let's say that it is change requested a back to you. You will receive an email saying that the Republican change requested back and you should access [indiscernible] for more information.  Here you will see the status is change requested. Across the top you can see a link that says correspondence. If you click

on that you will get some additional information on why it was change requested and what you need to address. From here you can see under actions that we now have an update button. We are going to click the update button. Go in and make the changes we need. Upload the form again and resubmit. Once it is resubmitted to execute, once it is approved we will see if the status is approved. Under action all you have is View. You cannot make any changes to it.
>> Next we will touch on the financial reports. Up until this point everything we've done has been completed by the primary point of contact role. The financial reports are to be done by the financial point of contact. First we will show you how to create a new financial point of contact. Right now we are looking in and we are still currently logged in as the primary point of contact.
>> The top link on the left is Manage Users. Click on them. This will list all [indiscernible] associated with the organization -- FPOC's -- active or inactive. All of these usernames are a link. On one of the links and it will take you into the user profile. On the top you have information on the user. This includes the user ID. This comes in handy when -- some people have more than one user ID and you are trying to assign and unassigned grants to that person by seeing with the userid is -- what the user ID is -- this will help you. You have this information on the top. You will see assigned grants and anything available to them. For each one listed there is a drop-down on the right for assigning and time is money. Using the drop-down is how you are going to assign people grants. Unassigned grants. You can have more than one FPOC for your organization and more than one FPOC assigned to a grant.
>> To create a new one, the third link down. Click that link. Then you will fill out this information. The information on the user. Then you will assign the grants you would like for them to have access. Then click Save and continue on the bottom. The person will then receive an email from a GMS saying -- prompting them to log in and accept the role. Once they accept the role they can come into GMS and complete the financial report.
>> Now we are looking in and we are going to complete a financial report. Login and click the Financial Status Report link on the side.
>> This will show us all of the grants that we had assigned to us. Then we will click the Financial Status Report link on the right to access these reports. Here you will list all of the reports for this grant. The reporting Tran 14 and the time -- the last one is final. Your actions will be to update or create. Or you once it has been submitted.
>> We are going to create a new one. The top section is just some background information. -- Grant information. You will fill out whether it is a final report or not. The second section of the report is where you will be entering all the financials. List out your expenditures -- unliquidated obligations. The programming called -- recipient match. The third section -- if there are any remarks or text to inclusion -- -- your certification -- click Submit on the bottom.
>> This is how to complete your financial report. One thing to keep in mind -- you need to submit your reports in a timely manner. If they are late there will be a hold on the funds. This is an automatic thing that happens in GMS. If there is hardship and you want to get an extension you can't really do anything about that. It is automatically going to happen.
>> We ask for you to get into the reports early. Get than a week in before the deadline. Then you won't have problems. For those that have used GMS for a while, you know that if you wait until the last day there are a lot of users on the system. The performance really slows down. Do yourself a favor and get in early and get it submitted and you won't have to worry about performance issues or getting a hold on your ones. If you to get a hold on your funds, once you submit the report there will be a GAN to release your funds and they will be available shortly thereafter.
>> The second task for the FPOC is requesting payment.
>> Use the same user ID and password to access this. The first time you access GPRS you will need to register. Here is the URL for GPRS an click the registration for the GMS link. It will ask you for your username and password. Then it will ask you to send of security questions. To a few of those. Complete that. Then you will get this message with your confirmation screen.
>> Then you will receive an email shortly thereafter with instructions on how to log in. It will give you a link. Login and then you will have 4 task across the top. The

active awareness, user profile, transaction history in your creating a request. This is the active or less. Any grants that you have they been assigned to you will be listed here. You will see the award amount -- pending payments. Dates associated with those. Your transaction history -- you will see the payments. The transactions. You will be able to -- there is an export button at the top right if you want to get this information in one place.
>> If you want to create a payment request from the drop-down you will select the important number and enter the type and the claim begin and end date and amount. One thing to note -- with the dates -- date from 2 requests cannot overlap. If you are doing this biweekly or monthly or as needed request. For example, December 1-15 -- the next request can be 14 330 because it will overlap. Make sure that the date don't overlap on the payment request.
>> The last thing we will touch on is the federal funding accountability and transparency act reporting system. If you have some awards greater than 25,000 some awards greater than $25,000 you need to submit that information on SBS RS.gov and you have until the end date of the following month from when that obligation was made. Here is the URL if you need more information. The guide is available here. That's what I have to. Any questions?
>> Here is some contact information. For GMS report there is a phone number and email. If you need your password reset or userid questions, there is the contact information for that. And the OVW :. Anything financially related, contact them.
>> If there are no questions -- if you think of anything, email or call me and the OVW  GMS support and I would be happy to help you. Thank you for your time.
>> [Event concluded]