Grant Management System Help Documents

http://goccp.maryland.gov/grants/gms-help-documents/

If you need additional technical assistance during business hours, please contact the Governor’s Office of Crime Control and Prevention IT Staff by email at support@goccp.freshdesk.com.

Documents

These pdf files may be printed for offline reference.

Quick reference sheets

- Grant Management System quick reference
- NOFA Application Instructions
- How to submit an online Grant Adjustment Notice (GAN) (aka grant modification)
- How to use the dynamic homepage and dashboards
- How to attach documents to a grant application or grant award
- How to attach documents to an organization record

User manual

- Grant Management System Complete External User Manual (version 4.9, December 2015)
Grant Management System Help Videos

http://goccp.maryland.gov/grants/gms-help-videos/

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This series of videos available on YouTube will guide you through every step of the grants process using the Grant Management System.

Grant Management System Navigation

1. Standard Home Page and Dashboards
2. Grant Management Menu
3. Sorting
4. Navigation and Status Bar
5. Filters and Searching
6. Dynamic Home Page and Personalized Dashboards
7. Uploading Documents

Grant Application Submission

1. Introduction and Notices of Funding Availability (NOFAs)
2. Face Sheet and the Grant Application Screen
3. Officers, Service Sites, Summary, and Narrative
4. Budget
5. Electronic Submission

Grant Award Reporting

1. Introduction and Overview
2. Performance Measures
3. Progress Reports
4. Financial Reports

Online Grant Adjustments (aka grant modifications)

1. General Adjustments (start and end dates, officers, etc.)
2. Budget Adjustments