Idaho State Police Grants Management System (GMS)
# New Application Instructions
## Updated April 2022

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".
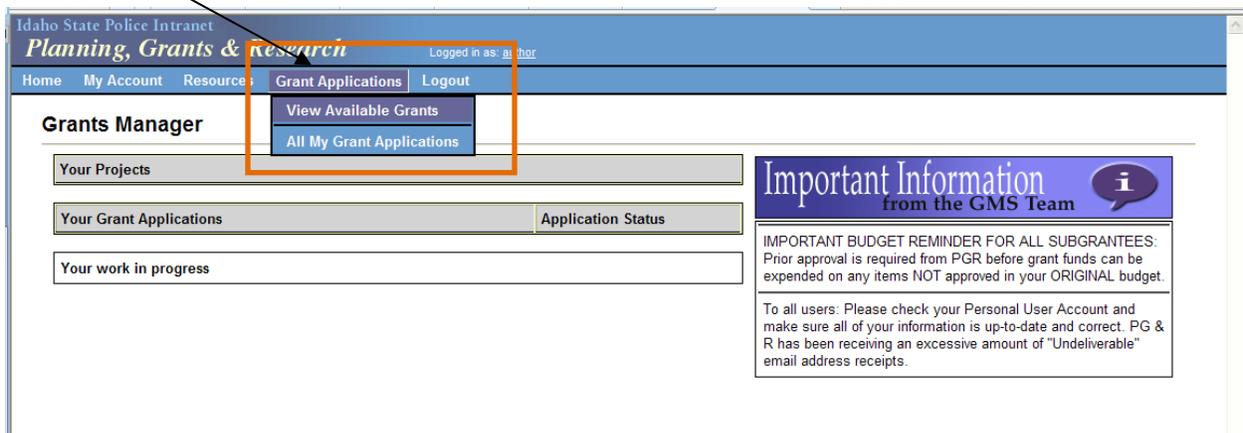
A list of available funding sources and their Requests for Proposals/Solicitations will be shown. Click on "APPLY" next to the grant you wish to apply for.
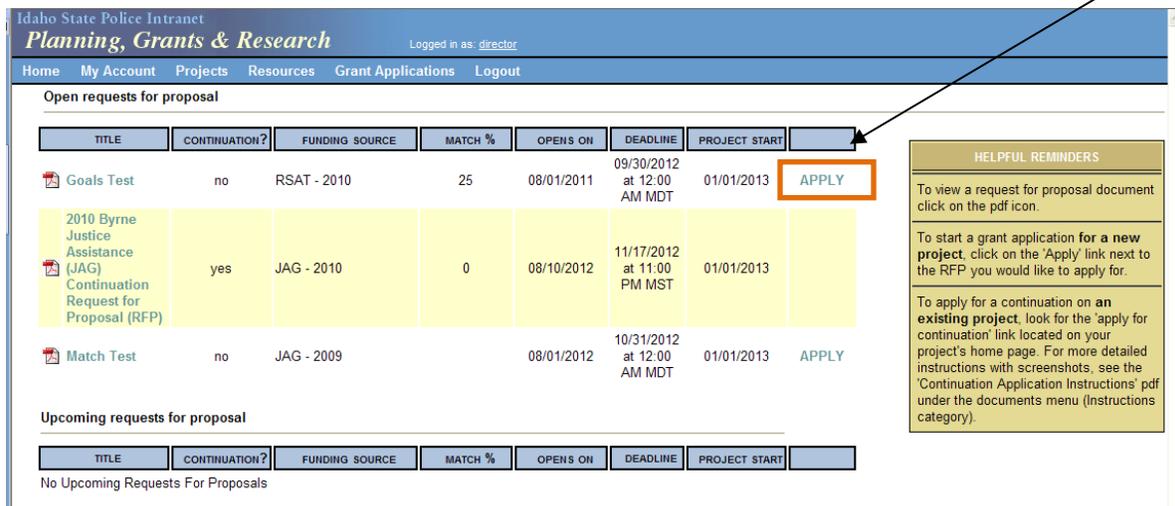
Step 3: Title Page Section

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

Project Title: Descriptive title for the project.

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

Project time frame: This is a drop down box with four (4) options: One Year, Two Years, Three Years, or Five Years (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.

Implementing Agency Unique Entity Identifier (UEI): All applicants must provide their UEI, which replaced the DUNS Number in April 2022. This identifies entities registered in the System for Award Management (SAM) and is required for all PGR applicants. The UEI is a 12-character alphanumeric ID. All 12 characters must be entered in GMS in order to save the Title Page. The UEI will be used throughout the grant life cycle. If the applicant is not registered in SAM and does not have a UEI, visit sam.gov to register.

System for Award Management (SAM) Expiration Date: Applicant's SAM registration expiration date.

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. If required information is missing from the Title Page or the information has been entered incorrectly, a red message box will appear at the top of the page identifying what needs to be corrected.
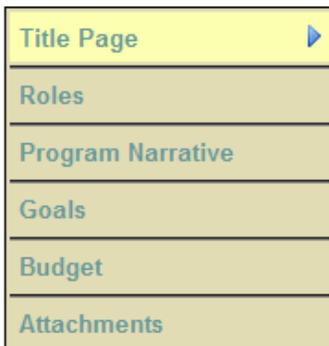
Step 4: Roles Section

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.

Step 5: Program Narrative Section

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

TIP: PGR highly recommends saving the Program Narrative in Word and pasting it into GMS, as not all web browsers have spell check and there is no character count in GMS.

Step 6: Goals Section

The solicitation will indicate if goals, objectives, and performance measures are required for your application. Some applications require very specific goals, objectives, and performance measures, so be sure to review this section of the solicitation carefully.

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

REMEMBER: You MUST click SAVE after <u>each screen</u> during your entry of goals, objectives, and performance measures.

Click on **Goals** ➕ to bring up the text boxes for title, start date, and 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:
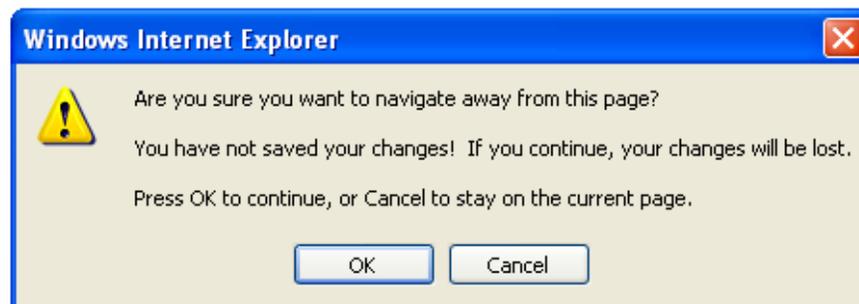
OBJECTIVES

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

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.

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 solicitation to determine if your project requires match. The amounts entered in the Budget section must match the amounts from the Expense/Match Budget Detail Worksheet. The completed worksheet must be attached to your application as an **Excel document (not pdf)** via 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 solicitation 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.

QUESTIONS?

For assistance contact PGR at 884-7040 or pgr@isp.idaho.gov.