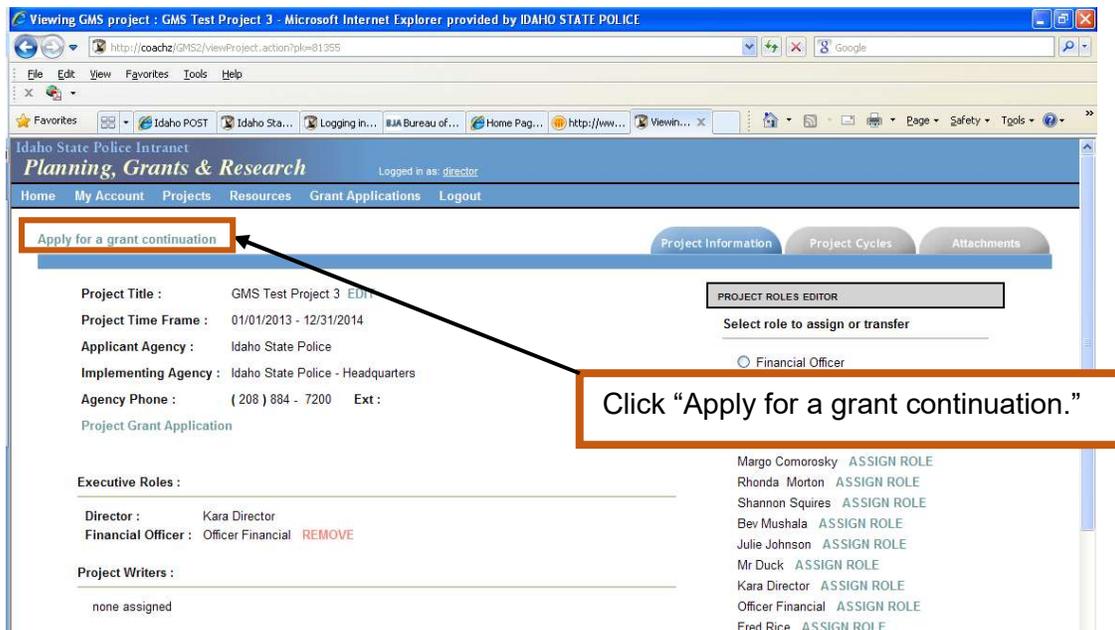
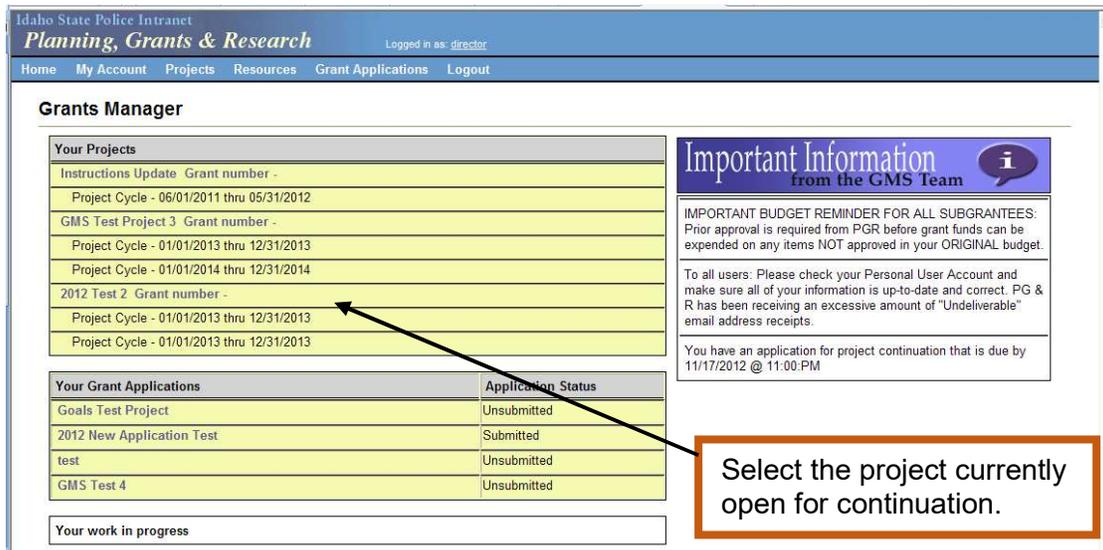


Idaho State Police Grants Management System (GMS) Continuation Application Instructions Updated December 2023

Step 1: Beginning the Continuation Process

After you have logged onto GMS using your username and password, click on the name of the project currently open for continuation.

At the top of the project page you will see “Apply for a grant continuation.” Only the PROJECT DIRECTOR will see and be able to select this process.



After the project director has clicked on “Apply for a grant continuation,” entered the continuation project start and end dates, and clicked SAVE, the financial officer and project writer(s) will have access to view and edit the application. The new project cycle cannot begin until after the end date of your current project cycle.

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

Home My Account Projects Resources Grant Applications Logout

Apply for a grant continuation Project Information Project Cycles Attachments

Title : GMS Test Project 3 Grant Numbers : GMSTEST3, GMSCONT3

Creating a new application for project continuation 

Applicant Agency : Idaho State Police
 Implementing Agency : Idaho State Police - Headquarters
 New cycle beginning date :
 New cycle ending date :

HELPFUL REMINDERS
All dates must be in the format MM/DD/YYYY
Previous project cycles : 01/01/2013 thru 12/31/2013 01/01/2014 thru 12/31/2014

Step 2: Program Narrative Section

Program narrative requirements are detailed in each continuation solicitation and may vary depending on the funding source.

The character limit in GMS for the program narrative 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.

REMEMBER: You **MUST** click **SAVE** after entering your program narrative.

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

Home My Account Projects Resources Grant Applications Logout

Project Information Project Cycles Continuation Attachments

Title : GMS Test Project 3

New beginning date : 01/01/2015 New ending date : 12/31/2015

Dates | Continuation Program Narrative | Continuation Goals | Budget | Attachments

Continuation Program Narrative :

HELPFUL REMINDERS
The grant continuation program narrative cannot be longer than 16,000 characters (including spaces).
Only the Project Director is able to submit a continuation application to Planning, Grants & Research.
Click on the Adobe icon to save a PDF copy of this application.

Step 3: 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 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.

The screenshot shows the 'Idaho State Police Intranet Planning, Grants & Research' interface. The user is logged in as 'director'. The page displays application details for 'Testing Non-Account Email' and '2023 Coronavirus Emergency Supplemental Funding Program Solicitation for New Projects (CESF 2020)'. The application status is 'unsubmitted'. A sidebar menu on the left includes 'Title Page', 'Roles', 'Program Narrative', 'Goals', 'Budget', and 'Attachments'. The 'Goals' section is active, showing a 'Project Goals' area with a 'Goals +' button highlighted in an orange box. An arrow points from this button to a form with 'New Goal Title' and 'Goal Description' fields. A text box below the form contains the instruction: 'Enter your goal title and goal description.' At the top right, there are buttons for 'SAVE', 'SUBMIT', and 'REMOVE'.

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 message. To save your work, click Cancel, then SAVE.

The dialog box contains the text: 'Leave site?' followed by 'Changes you made may not be saved.' Below the text are two buttons: a blue 'Leave' button and a white 'Cancel' button with a blue border.

Project title: Testing Non-Account Email Director: Kara Director Financial officer: New Financial (temp)
 Applying for: 2023 Coronavirus Emergency Supplemental Funding Program Solicitation for New Projects (CESF 2020) Author: Kara Director

Application Status: *unsubmitted* SAVE SUBMIT REMOVE

- Title Page
- Roles
- Program Narrative
- Goals
- Budget
- Attachments

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

- Goals +
- G: Test X
- Objectives +

New Objective Title :

Objective Description :

OBJECTIVES

Once the objective title 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.

Project title: Testing Non-Account Email Director: Kara Director Financial officer: New Financial (temp)
 Applying for: 2023 Coronavirus Emergency Supplemental Funding Program Solicitation for New Projects (CESF 2020) Author: Kara Director

Application Status: *unsubmitted* SAVE SUBMIT REMOVE

- Title Page
- Roles
- Program Narrative
- Goals
- Budget
- Attachments

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

- Goals +
- G: Test X
- Objectives +
- O: Test X
- Performance Measures +

New Performance Measure Title :

Performance Measure Description :

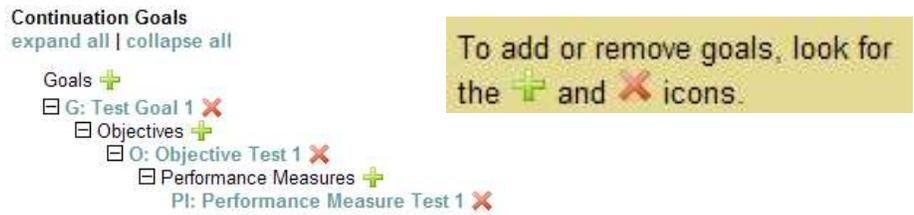
If you lose track of what objective or performance measure you are working on, refer to the blue box. You will be able to determine which goal, objective, or performance measure you are entering.

PERFORMANCE MEASURES

Performance measures include quantifiable data, such as time periods, dates, numbers, and amounts. As this is a continuation project, all base line data should have been collected during the first year of the project. In order to show success, the performance measures should include percentage increases or decreases. **This does not apply to STOP continuation applications.** For example, if your project was to fund a drug task force and one of your first year performance measures was to report the number of drug seizures, the performance measure for the continuation would be to increase the number of drug seizures by 10% over the data reported last year.

Continue to complete these steps for each goal and their accompanying objectives and performance measures.

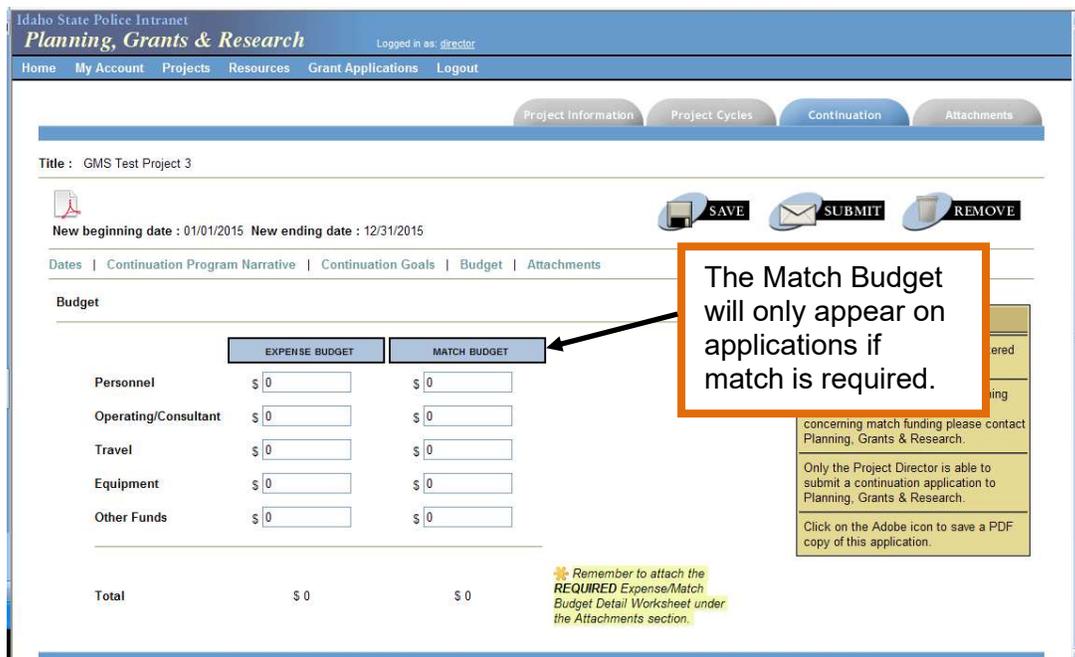
The goals, objectives, and performance measures are set up similarly to Windows folders. You can “expand all” and see all the objectives and performance measures for each project goal or you can “collapse all” and just see the project goals.



Step 4: 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 5: Attachments Section

The Expense/Match Budget Detail Worksheet must be attached in this section, along with all other required application documents. The solicitation will specify which documents must be attached.

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 “New attachment successfully added to continuation application.” Repeat these steps for all attachments.

Step 6: Submitting the Application, Assurances, and Certifications

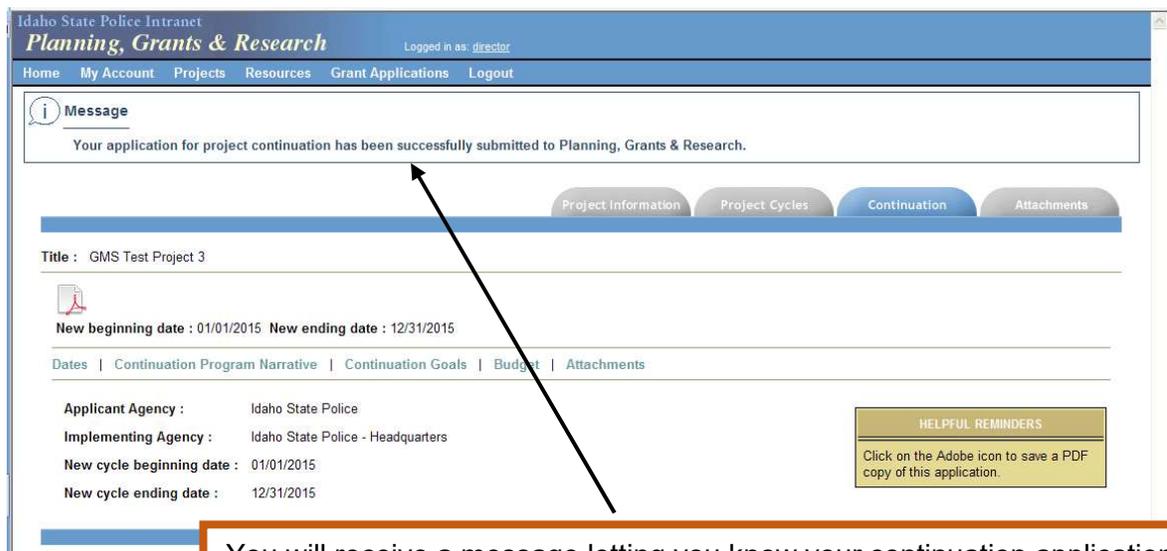
Now you are ready to submit your continuation application. The PROJECT DIRECTOR is the only one authorized to SUBMIT THE APPLICATION. Once you choose to submit your application you will NOT be able to make any further changes. **Please verify that you have completed all portions of the application according 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:

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing
- Department of Justice Certified Standard Assurances

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.



The screenshot shows the Idaho State Police Intranet interface for Planning, Grants & Research. The user is logged in as 'director'. A message box at the top states: "Your application for project continuation has been successfully submitted to Planning, Grants & Research." Below this, there are tabs for Project Information, Project Cycles, Continuation, and Attachments. The main content area displays project details for "GMS Test Project 3", including new beginning and ending dates (01/01/2015 to 12/31/2015), applicant agency (Idaho State Police), and implementing agency (Idaho State Police - Headquarters). A helpful reminders box at the bottom right suggests clicking the Adobe icon to save a PDF copy of the application.

You will receive a message letting you know your continuation 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.

QUESTIONS?

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