

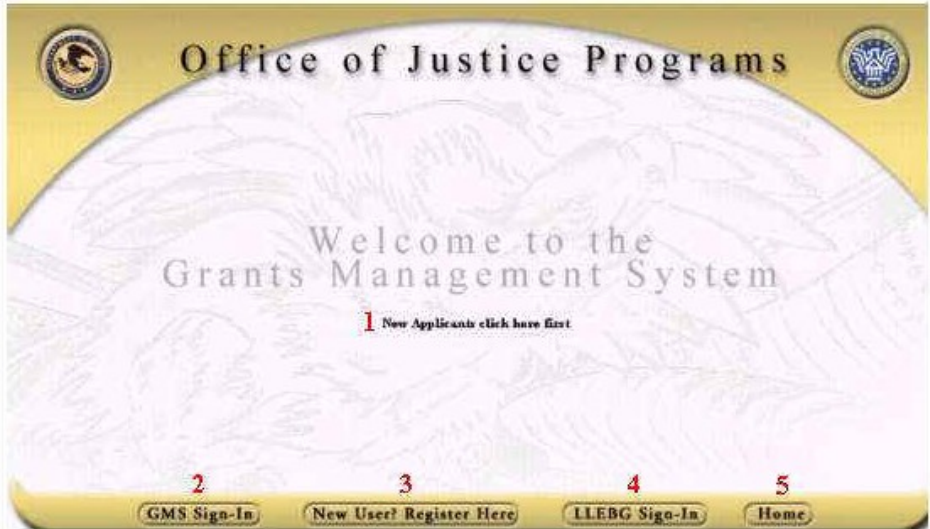
GMS Online Help System - AP-1 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-01.html

GMS Online Help System - AP-1

GMS – Applicant Procedures

Applicant - OJP Grants Management System Welcome Page (AP-1)

Description	Screen
<p>Welcome to the “Applicant Procedures (AP)” for the “OJP Grants Management System.” These Job Aids will guide you through the procedures for using the on-line grant system. If you have additional questions, please contact the Help Desk at 1-888-549-9901 or send an email to: ojp@ojp.usdoj.gov</p> <p>OJP Welcome Page</p> <ol style="list-style-type: none"> 1) Click on “New Applicants click here first” to view instructions to better assist you in navigating through the system. 2) Click on “GMS Sign-In” to go to the “Applicant Sign In” page of the GMS, if you already have an account on the “Grants Management System.” 3) Click on “New User? Register Here” to go to the “Registration Information” page. On this page you will create a user profile and open an account in the system. You can also reach the “Registration Information” page by clicking on the “First Time User” link on the “Applicant Sign In” page. See Job Aid AP-3 for help on the “Registration Information” page. 4) Click on “LLEBG Sign-In” to sign in for the Local Law Enforcement Block Grants Program. 5) Click on “Home” to load the OJP main home page. 	

Done

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https://grants.ojp.usdoj.gov/gmsHelp/AP-02.html

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GMS – Applicant Procedures

Applicant - Sign In Screen (AP-2)

Description	Screen
<p>Applicant Sign In page: use this screen to sign in to GMS if you are a returning user or use this screen to begin the process of applying for access to the system.</p> <ol style="list-style-type: none"> 1) Enter your “User ID.” The “User ID” is case sensitive. 2) Enter your “Password.” The “Password” is case sensitive. 3) Click on “Sign In” after entering your “User ID” and “Password.” 4) Click on the “First Time User” link if you are a first time user. This link will help you create an account for the GMS system. You will also create a “User ID” and “Password.” 5) Click on “Forgotten your password” to retrieve a lost password. Or, call the GMS Hotline at 1-888-549-9901 option 5 to create a new password. See Job Aid AP-20 for additional information. 	

[Return to Table of Contents](#) or close this browser window to return to GMS

Done | Local intranet | 100%

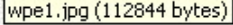

GMS Online Help System - AP-3 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-03.html

Grants.gov | GMS Online Help System ...

GMS – Applicant Procedures

Applicant - First Time User Registration Information (AP-3)

Description	Screen
<p>First Time User Registration Information: use this page to create a user profile and open an account in the Grants Management System.</p> <ol style="list-style-type: none"> 1) Enter the applicant's "Employer ID Number (EIN)". Each employer received an "EIN" from the Internal Revenue Service. Your organization should provide you with the "EIN". Generally, this number can be obtained from your organization's accountant or comptroller. 2) Enter the "Legal Name" of your organization. The "Legal Name" is the name of the parent organization. For example, if you work for the City of Seattle in the Human Services Division, your "Legal Name" would be the City of Seattle. <i>This will be the name used to generate an award document.</i>  3) Enter the "Organizational Unit". The "Organizational Unit" is a subset of the "Legal Name". For example, if you work for the City of Seattle in the Human Services Division, your "Organizational Unit" is the Human Services Division. 4) Enter the "Address" to where official correspondence and notification should be sent. This will be the address of record. This address should be the business address of the authorized signing authority for your grant. Then enter the "City" and use the drop down list to select the "State". 5) Enter the "Zip Code". You must enter the full 9 digit zip code. Enter the normal 5 digit zip code in the first field and the last 4 digits in the second field. If you do not know your full 9 digit zip code click on the link "Need help for Zip+4?" 6) Use the drop down list and select the "Type of Applicant". If the drop down list does not have an adequate description of your organization, select "Other." (Note: If you select other you will be required to enter a description for type of other.) 	

Done | Local intranet | 100%

GMS Online Help System - AP-4 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-04.html

Grants.gov | GMS Online Help System ...

Live Search

Page | Tools

First Time User Registration Information continued:

8) Enter your first name. Then enter your middle initial. Do not put a period after your initial. Then enter your last name in the next field. Then, enter your job title in the "Title" field.

9) Enter your "Phone Number" phone number, beginning with your area code. Enter your phone extension if appropriate. If you have a fax number, then please enter it in the next field. Next, enter the "User E Mail Address."

10) Create and enter a "User ID." This ID must be a minimum of 6 characters and must not begin with a number. You will use this ID to access the system. The "User ID" is case sensitive.

11) Create and enter a "Password." The password must be a minimum of 8 characters and must not begin with a number. To confirm your password, type the password again in the "Password (confirmation)" field. Keep records of your "User ID" and "Password" and remember that they are case sensitive.

12) Check "Yes" if you are the Signing Authority. The Signing Authority is the Authorized Representative of your organization who is empowered to receive funds on behalf of the organization. In addition, the Authorized Representative must be legally authorized to enter into agreements on the organization's behalf.

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account | Go Back

[Return to Table of Contents](#) or close this browser window to return to GMS

Done | Local intranet | 100%

GMS Online Help System - AP-5 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-05.html

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GMS Online Help System ...


Live Search

Page

Tools

GMS – Applicant Procedures

Applicant - First Time Applicant Sign In - Main Applicant Screen (AP-5)

Description	Screen
<p>Main Applicant Screen: after your “User Id” and “Password” have been successfully entered, you are logged into the system and will be taken to the “Grants Management System Homepage.”</p> <p>1) Click on “Status” to view the status of any pending applications that you have submitted. If you have pending applications that were submitted under the “User Id” and “Password” that you entered at “Sign In,” each application will be listed for you. If you have no applications pending, you will see the message “Currently, there are no applications in GMS for you.” If you do have applications, see Job Aid AP-17.</p> <p>2) Click on “Funding Opportunities” to view any available funding opportunities. Use this link to review available funding. See Job Aid AP-6.</p> <p>3) Click on “Profile” to view or update an existing registration information. See Job Aid AP-18.</p> <p>4) Click on “Change Password” to change the password associated with the “User Id” you used at sign in. See Job Aid AP-19.</p> <p>5) Click on “Log Off” to log out of the “Grants Management System” and exit the program.</p>	 <p>1 Status</p> <p>2 Funding Opportunities</p> <p>3 Profile</p> <p>4 Change Password</p> <p>5 Log Off</p> <p>Help/Frequently Asked Questions</p>

Done

Local intranet

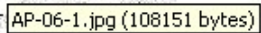
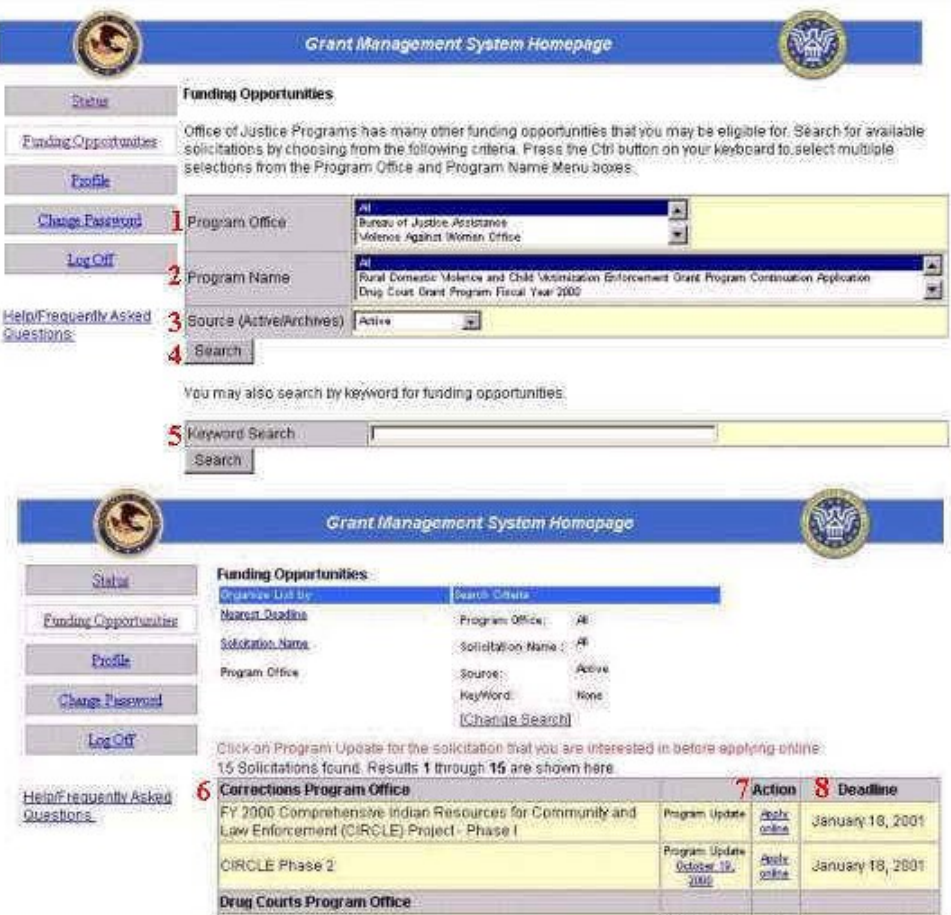
100%

GMS Online Help System - AP-6 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-06.html

GMS – Applicant Procedures

Applicant - Funding Opportunities (AP-6)

Description	Screen
<p>Funding Opportunities: utilize the following screens to search for funding opportunities for which you may be eligible to apply for. Click on “Funding Opportunities” at the upper left of the screen to begin.</p> <ol style="list-style-type: none"> 1) Select the OJP “Program Office” whose funding opportunities you wish to review. The system defaults to search all program offices. 2) Select the “Program Name” that you want to search. The system defaults to search all program names. 3) Choose the “Source” of the solicitation you wish to review. The system will default to review “Active” solicitations (those solicitations for  (108151 bytes) currently accepting applications). 4) Click on the “Search” button to begin the search according to the options you selected above. 5) Searches can be done utilizing key words. Enter the keyword in the field entitled “Keyword Search” and click the “Search” button. 6) The results for this search (“All Program Offices, All Program Names, Active Solicitations”) are displayed. 7) Click on the “Apply online” link next to the solicitation that you wish to apply for to begin an application. 	 <p>The screenshot shows the 'Grant Management System Homepage' with a navigation menu on the left containing 'Status', 'Funding Opportunities', 'Profile', 'Change Password', and 'Log Off'. The main content area is titled 'Funding Opportunities' and includes a search form with the following fields: 'Program Office' (dropdown menu), 'Program Name' (dropdown menu), 'Source (Active/Archives)' (dropdown menu), and a 'Search' button. Below the search form is a 'Keyword Search' field with another 'Search' button. The second screenshot shows the search results page, which includes a table with columns for 'Program Office', 'Solicitation Name', 'Program Update', 'Action', and 'Deadline'. The table lists results for the 'Corrections Program Office' and 'Drug Courts Program Office'.</p>

Done

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GMS Online Help System - AP-7 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-07.html

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GMS – Applicant Procedures

Applicant - Applicant Handbook Main Screen Introduction (AP-7)

Description	Screen
<p>Main Screen Introduction: use the tabs across the top of the screen will allow you to access information about the status of your application(s).</p> <p>1) Click on the “Application” tab to access the “Applicant Handbook” to input all applicant information and to submit the application.</p> <p>2) This tab is not currently active. However in the future, once your application has been approved for funding by OJP, the “Award” screen will step you through the process of accepting your award.</p> <p>3) This tab is not currently active.</p> <p>4) This tab is not currently active.</p> <p>5) Click here to send and receive email with the Program Office. All email sent or received can also be viewed.</p> <p>6) Use the pull down menu to select and then access other applications that you have submitted or are currently working on.</p>	
<p>Main Screen Introduction continued: use the tabs across the top of the screen will allow you to access information</p>	

AP-07-1.jpg (75371 bytes)

Done | Local intranet | 100%

AP-7 Continued

Main Screen Introduction continued: use the tabs across the top of the screen will allow you to access information about the status of your application(s).

7) Click **“Overview”** to begin the **“Application Handbook.”** Initial information about your application will be gathered. See Job Aid AP-09.

8) Click **“Applicant Information”** to review or modify the contact information for your organization. See Job Aid AP-09.

9) Click **“Project Information”** to input the project information (descriptive title of project, geographic areas affected by the project, project dates, all affected congressional districts & estimated funding amounts). See Job Aid AP-10.

10) Click **“Budget and Program Attachment”** to attach the **“Program Narrative,”** the **“Budget Details”** and the **“Program Narrative.”** See Job Aid AP-11.

11) Click **“Assurances & Certifications”** to review the contact information for the Authorized Representative and to read and accept the assurances and certifications. See Job Aid AP-12.

12) Click **“Review SF 424”** to review the entire application package. See Job Aid AP-13.

13) Click **“Submit Application”** to review the status of the application and/or to submit the application. See Job Aid AP-14.

14) Click here for additional help and to view Job Aids for the Grants Management System.

Tribal Drug Court Grant Program Fiscal Year 2000

Application | **Award** | Reporting | Payments | Compliance | Switch to ...

Application Handbook Overview

7 Overview This handbook allows you to complete the application process for applying to the Tribal Drug Court Grant Program Fiscal Year 2000. At the end of the application process you will have the opportunity to view and print the SF-424 form.

8 Applicant Information

9 Project Information

10 Budget and Program Attachments

11 Assurances and Certifications

12 Review SF 424

13 Submit Application

14 Help/Frequently Asked Questions

GMS Home

Log Off

Save and Continue

Type of Submission

Application Construction Non-Construction

Preapplication Construction Non-Construction

Type of Application

Type of Application: [dropdown]

Type of Revision: [dropdown]

If Revision select appropriate option

If Other, specify: [text field]

Is application subject to review by state executive order 12372 process?

a. Yes This preapplication/application was made available to the state executive order 12372 process for review on [date] [month] [year]

b. No Program is not covered by E.O. 12372

c. N/A Program has not been selected by state for review

GMS Online Help System - AP-8 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-08.html

Applicant - Application Handbook Overview (AP-8)

Description	Screen
<p>Application Handbook Overview: use this screen to enter initial information about your application</p> <p>1) Check “Construction” if this application requests funding to be used entirely or partially for a “Construction” project. If not, check “Non-Construction.”</p> <p>2) Check “Construction” if this pre-application will request funding to be used entirely or partially for a “Construction” project. If this is another type of pre-application check “Non-Construction.”</p> <p>3) Use the drop down list to select the application type.</p> <p>4) Skip this field unless the “Type of Application” is a “Revision” grant. If the application is for a “Revision” grant use the drop down list to select the type of revision. If the revision is not for an award amount or a project duration change, select “Other” from the list.</p> <p>5) Skip this field unless “Other” is selected from the “Type of Revision” drop down menu. If “Other” is selected, enter the type of revision.</p> <p>6) Check “Yes” if the applicant is subject to review by the “State Executive Order 12372”. If you are subject to review, check “Yes” and use the drop down menu to select the date on which the application was made available to the state for review.</p> <p>7) Check “No” if the program is not covered by the “executive order 12372.” Check “N/A” if the program has not been selected for review.</p> <p>8) Click “Save and Continue” when finished</p>	

Done

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GMS Online Help System - AP-9 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-09.html

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GMS – Applicant Procedures

Applicant – Application Handbook Applicant Information (AP-9)

Description	Screen
<p>Applicant Information Screen: use this screen to enter information about the applicant.</p> <p>1) Check “Yes” if the applicant is delinquent on any federal debt. Categories of debt include delinquent audit allowances, loans, and taxes. Otherwise, check “No.”</p> <p>2) Review the following fields and make revisions if required: “Employer Identification Number, Type of Applicant, Type of Applicant (other) Organizational Unit, Legal Name, Address 1, Address 2, City, County/Parish, State, and ZIP.” See Job Aid AP-3 for descriptions of each field.</p> <p>3) Review the following fields. These fields should list the name and phone number of the person to be contacted on matters involving this application. The information will automatically transfer from the registration information you previously entered. If the information is incorrect, click on the “GMS Home”, followed by the “wpel.jpg (92795 bytes)” See Job Aid AP-18.</p> <p>4) Click “Save and Continue” when you have completed this screen.</p>	

Done | Local intranet | 100%

GMS Online Help System - AP-10 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-10.html

GMS – Applicant Procedures

Applicant - Application Handbook Project Information (AP-10)

Description	Screen
<p>Project Information Screen use this screen to enter information about the proposed project.</p> <p>1) Enter the “Descriptive Title of Applicant’s Project.” The title describes the project, it should include: the title of the program as it appears in the solicitation, the name of the Federal agency responsible for the grant, your organization’s fiscal year, i.e. twelve month audit period.</p> <p>2) Enter the “Areas Affected by Project.” These include the geographic area(s) that will be impacted by the project. Indicated “Statewide” or “National” if applicable.</p> <p>3) Use the drop down lists to select the “Start Date” of the project. Use the drop down lists to select the “End Date” of the project.</p> <p>4) Use the drop down list to select the “Congressional District(s)” where the project will be located as well as the “Congressional Districts” that will be impacted by the project. To select multiple Districts hold down the control key on your keyboard while clicking on the Districts.</p> <p>5) Enter the amount of “Federal” funding you are requesting, the amount of “Applicant” Funding being supplied (if any), the amount of “State” Funding being received (if any), the amount of “Local” Funding being received (if any), the amount of funding from “Other” sources being received (if any), as well as any anticipated income from the program (if any) in the blocks provided.</p> <p>6) Click on “Save and Continue” when finished.</p>	

Done Local intranet 100%

GMS – Applicant Procedures

Applicant - Application Handbook Budget and Program Attachments (AP-11)

Description

Budget and Program Attachments Screen: use this screen to attach the “**Budget Detail Worksheet**,” the “**Program Narrative**” and the “**Other Program Attachments**” to the application.

- 1) Attach the “**Budget Detail Worksheet**” by clicking “**Attach**.” Proceed to Step 4.
- 2) Attach the “**Program Narrative**” by clicking “**Attach**.” Proceed to Step 4.
- 3) Attach the “**Other Program Attachments**” by clicking “**Attach**.”

You must complete these steps for all three requested attachments to fully complete the application process. After you have completed attaching one file, you must return to the above steps until “Budget Detail Worksheet,” “Program Narrative,” and “Other Program Attachments” have ALL been attached to your application. Refer to solicitation for specific guidance.

- 4) Type in the directory path for the file you wish to attach, or proceed to step five below.
- 5) Click on “**Browse**.” A new window will open which will allow you to search for the file.

Screen

The screenshot displays the 'Budget and Program Attachments' screen. At the top, there are navigation tabs: Application, Award, Reporting, Payments, Correspondence, and a 'Switch to...' dropdown. The main heading is 'Application Handbook Budget and Program Attachments'. Below this, a message states: 'This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.' A table lists the attachments to be made:

Budget Detail Worksheet	Attachment Missing	1	Attach
Program Narrative	Attachment Missing	2	Attach
Other Program Attachments	Attachment Missing	3	Attach

Below the table is a 'Save and Continue' button. A 'Help/Frequently Asked Questions' link is also present. A second screenshot shows the 'Attach' button for 'Budget Detail Worksheet' being clicked, opening a file selection dialog box titled 'Attachment Description'. The dialog box contains the text: 'Click on the Browse button to find your file. When your file is found, click on the Open button and then on the Upload Document button.' It features an 'Attach here: 1' field, a 'Browse...' button, and 'Upload Your Document' and 'Cancel' buttons.

GMS Online Help System - AP-11 - Microsoft Internet Explorer provided by U.S. Department of Justice

https://grants.ojp.usdoj.gov/gmsHelp/AP-11.html

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Budget and Program Attachments Screen continued: use this screen to attach the **“Budget Detail Worksheet,”** the **“Program Narrative”** and the **“Other Program Attachments”** to the application.

- 6) Locate the directory where you store the **“Budget Detail Worksheet,”** the **“Program Narrative”** and the **“Other Program Attachments”** files.
- 7) Remember to sort in the drop down list marked **“File Type”** by **“All Files.”**
- 8) Select the appropriate file and click on **“Open.”** The file selection window will close.
- 9) Notice that the attachment window will appear with the directory path to the selected file visible in the window marked **“Attach here.”**
- 10) Click on **“Upload Your Document”** to transmit your attachment to the OJP.

Done | Local intranet | 100%

GMS – Applicant Procedures

Applicant - Application Handbook Assurances and Certifications (AP-12)

Description

Assurances and Certifications; use this screen to complete the required “**Assurances and Certifications**” for this application.

- 1) Click on the “**Assurances**” link and a window with the assurance statement will appear. Read the document and Click “**Accept**” at the bottom of the window in order to confirm compliance of the project with Federal statutes, regulations and requirements. You must be authorized by your organization in order to click “**Accept**.”
- 2) Click on the “**Certifications Regarding Lobbying...**” link and a window with the certifications will appear. Read the document and Click “**Accept**” at the bottom of the window in order to comply with the stated certifications. You must be authorized by your organization in order to click “**Accept**.”
- 3) Read the following contact information for the organization’s Authorized Representative. The Authorized Representative is the person legally authorized to enter into agreements on behalf of your agency. Review the information in the following fields and change if necessary.
- 4) Read the statement and check the box if the statement is correct. The individual checking this box must be the Authorized Representative or an individual delegated the authority by the organization.
- 5) Click “**Save and Continue**” when you have reviewed the “**Assurances and Certifications**” and completed this screen.

Screen

Tribal Drug Court Grant Program Fiscal Year 2000

Application Handbook | **Assurances and Certifications**

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. Assurances
2. Certifications Regarding Lobbying, Campaign, Suspension and Other Responsibility Matters, and Drug-Free Workplace requirements.

3

Prefix: Mr.

Name Prefix (Other):

First Name & Middle Initial (if any): Tom

Last Name: Jones

Suffix:

Name Suffix (Other):

Title: Director

Address Line 1: 4020 Chase Ave

Address Line 2:

City: Bethesda

County:

State: Maryland

Zip Code: 01111 - 01111

Phone: 501 - 011 - 0111 Ext:

Fax:

E-mail: Tom.Jones@com

4 I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Save and Continue

GMS – Applicant Procedures

Applicant - Application Handbook SF-424 Review (AP-13)

Description

SF 424 Review Screen: use this screen to review the information you have supplied for the “SF-424” form. If there are areas that need correction or need to be updated, click the appropriate button on the left side of the screen.

- 1) Click on the “Print a Copy” link to print a copy of the SF-424 for your records.
- 2) Click on “Overview” link on the left side of the screen to correct inaccuracies about the “Type of Submission.”
- 3) Click on “Applicant Information” to correct inaccuracies on your “Legal name, Organizational Unit, Address, and point-of-contact information.” The point-of-contact may be different from the authorizing official, and indicates the person with whom contact will be maintained.
- 4) Click on “Project Information” to correct inaccuracies on your “Employer Identification Number, Type of Applicant, Type of Applications” and the “Name of Federal Agency” that you are applying for an award from.
- 5) Click on “Project Information” to correct inaccuracies in the “Descriptive Title” for your project and the areas affected by the project.

Screen

Tribal Drug Court Grant Program Fiscal Year 2000 10002172 MD MU

Application
Award
Reporting
Payments
Correspondence
Switch to ...

Review SF-424 [Print a Copy 1](#)

Application Handbook:	APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED:	Applicant Identifier
Overview 2	1. Type of Submission Application Non-Construction Preapplication Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
Applicant Information		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 2000-2172 MD MU
Project Information	APPLICANT INFORMATION		
Budget and Program Attachments 3	Local Name State of Maryland	Organizational Unit Justice Programs	Name and telephone number of the person to be contacted on matters involving this application Jones, Tom 301-555-1000
Assurances and Certifications	Address 4600 Chase Ave Suite 1000 Bethesda, County Maryland 20814-1000	6. EMPLOYER IDENTIFICATION NUMBER (EIN) 75-3750105	7. TYPE OF APPLICANT State
Review SF 424	8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Drug Courts Program Office	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT State of Maryland
Revol Application 4	10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 19-599		
Help/Frequently Asked Questions	5 12. AREAS AFFECTED BY PROJECT State Tribal Council		
USDOJ Home	13. PROPOSED PROJECT Start Date: January 15, 2001 End Date: January 14, 2002	14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
Log Off	15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12375 PROCESS?	
	Federal \$1000000	NA	
	Applicant \$0		
	State \$0		
	Local \$0		
	Other \$0		
	Program Income \$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
	TOTAL \$1000000	No	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

[Continue](#)

Applicant - Application Handbook Submit Application (AP-14)

Description

Submit Application Screen: use this screen to submit your application. (NOTE: All information must be fully complete and your "User Id" must be approved by the Program Office before the application can be submitted.)

1) Review this field that comments on the completion of your application. In this example, the Program Manager at the Program Office has not approved your access to the system. Your application will be saved but cannot be submitted until you are approved to access the system. You will be notified via email when your user id has been approved.

2) Notice that in this example that the Project Information is incomplete. You must then complete all of required fields in the Project Information section. Click on the "Incomplete" link to return to the corresponding incomplete section. The system will provide you with more detailed information about the items that are incomplete.

4) Submit your application when your "User Id" has been approved and the status of each requirement is complete.

4) Assure that the status of each requirement is complete.

5) Click "Submit Application" to send the complete application to the Program Office at OJP.

Screen

Tribal Drug Court Grant Program Fiscal Year 2000 2000-2172-IND-MU

Application | Award | Reporting | Payments | Correspondence | Switch to ...

Application Handbook **Submit Application**

Overview Your user id has not been approved by the Program Office. **1**

Applicant Information You can **Submit** this application only when the following checklist is complete. Click on the "incomplete" link to get more details for the corresponding incomplete item.

Status	Requirement
Complete	Overview Information
Complete	Applicant Information
2 Incomplete	Project Information
Complete	Budget and Program Attachments
Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace requirements.

3 You may not submit your application until all of the above conditions are marked as "Completed".

4 Project Information

5 Submit Application

GMS – Applicant Procedures

Applicant - Application Handbook Application Submission Confirmation (AP-15)

Description	Screen
<p>Submission Confirmation Screen: this screen will confirm that your application has been successfully submitted to OJP. (NOTE: After the application has been submitted no changes or edits can be made to the application.)</p> <p>1) Click on the “Return to GMS Home” link to return to the “Grant Management System Homepage.” The Homepage is the page you saw when you first entered the system.</p> <p>2) Click on the “Log Out” link to log off of the “Grants Management System.”</p>	

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GMS – Applicant Procedures

Applicant - Application Handbook Correspondence (AP-16)

Description

Correspondence Screen: use this screen to send and receive email to and from the Program Office. Any email sent or received becomes part of the official grant file for this application.

- 1) View the new correspondence from the Program Office by clicking **"New Mail."** This is also the default opening screen.
- 2) View correspondence you have previously sent to the Program Office by clicking **"Sent Mail."**
- 3) View old correspondence between the Program Office and yourself by clicking **"Old Mail."**
- 4) View **"Mail, Date, Sender,"** and **"Subject"** in this field
- 5) Send a message to your point of contact at the Program Office by clicking **"Send a Message."** This will open a new frame to the right of the button. The addressee is already filled in for you. You may fill in anyone you wish to **"cc:"** in the line below it.
- 6) Place the text of your original message in the field marked **"Message."**
- 7) Press **"Send"** to send the mail.
- 8) Press **"Cancel"** to cancel the process. The mail will not be sent, you will return to the original screen, and your mail message will not be saved.

Screen

The screenshot displays the 'Correspondence' screen for the Tribal Drug Court Grant Program. It features a navigation menu with 'Application', 'Award', 'Reporting', 'Payments', and 'Correspondence'. The main area is divided into 'New Email Messages' and 'Send An Email Message' sections. The 'New Email Messages' section shows a table with columns for 'Mail', 'Date', 'Sender', and 'Subject'. The 'Send An Email Message' section includes fields for 'To', 'CC', 'Subject', and a large 'Message' text area. Numbered callouts (1-8) are placed over the interface to correspond with the steps in the description.

GMS – Applicant Procedures

Applicant - Main Screen Status Return User (AP-17)

Description	Screen
<p>Return User Status Screen: use this screen to review the status of the programs you are currently participating in. Click on the “Status” link to begin.</p> <p>1) Select the fiscal “Year” and the “Solicitation” that you want to review by using the pull down list. The system will default to “All” fiscal “Years” and “All” “Solicitations.” Click the “Refresh” button.</p> <p>2) The system will display all programs that match the criteria you selected above.</p> <p>3) Click “Compose message” on the specific application to send email to the Program Office. See Job Aid AP-16 for more information on sending email to the Program Office.</p> <p>4) Click on “Update” or “Withdraw” to modify or delete an application that has not been submitted. Click “Update” to review and make changes to this application. Click “Withdraw” to completely remove this specific application from the system. If an application has previously been submitted you will see a “View” link. Click “View” to review these applications.</p>	

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GMS – Applicant Procedures

Applicant – Main Screen Applicant Profile (AP-18)

Description

Applicant Profile Screen: use this screen to review the information you entered about the applicant.

- 1) Review the applicant’s Federal “**Employer Identification Number (EIN).**” If it is necessary to make changes click “**Update Profile**” at the bottom of the screen to make changes.
- 2) Review the “**Legal Name**” of the applicant. If it is necessary to make changes click “**Update Profile**” at the bottom of the screen. See item #7 on the following page.
- 3) Review the address information for the applicant. If it is necessary to make changes click “**Update Profile**” at the bottom of the screen.
- 4) Review the “**User Name**” for the person using the Grants Management System to submit this application. If it is necessary to make changes click “**Update Profile**” at the bottom of the screen.
- 5) Review the Authorized Representative’s information starting with “**User Prefix.**” If it is necessary to make changes click “**Update Profile**” at the bottom of the screen.

Screen

The screenshot shows the 'Grant Management System Homepage' with a navigation menu on the left containing: Status, Funding Opportunities, Profile (highlighted), Change Password, and Log Off. Below the menu is a link for 'Help/Frequently Asked Questions'.

Profile Information	
Organization Information	
* Employer ID Number (EIN):	1 22-3244655
* Legal Name:	2 State of Maryland
* Organizational Unit:	Maryland State Police
* Address Line 1:	3 4500 Chase Ave
Address Line 2:	Suite 2000
* City:	Bethesda
Country:	
* State:	Maryland
* Zip Code:	20814-2000
* Type of Applicant:	State
Type of Applicant (other):	
* Applicant Congressional District:	Congressional District (03, MD)
* User Name:	4 jpkramer
Authorized Representative:	
* User Prefix:	5 Dr.
prefix (other):	
* User First Name:	Robert
* User Last Name:	Smith
* Title:	Executive Director
* Phone Number:	3015551000 Ext: 300
Fax Number:	3016651200
* User E-mail Address:	robertsmith@MSP.gov

GMS – Applicant Procedures



Applicant - Main Screen Change Password (AP-19)

Description	Screen
<p>Change Password Screen: use this screen to change your password. Remember that the passwords are all case sensitive.</p> <ol style="list-style-type: none"> 1) Click on “Change Password” at the left of the screen. 2) Enter your “Old Password.” (NOTE: the Password characters will appear on the screen as *s) 3) Enter your “New Password.” (NOTE: the Password characters will appear on the screen as *s) 4) Confirm your “New Password” by re-entering the Password. (NOTE: the Password characters will appear on the screen as *s) 5) Click on “Change Password” to complete the process. 	

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GMS – Applicant Procedures

Applicant - SF-424 Forgotten Password (AP-20)

Description	Screen
<p>Forgotten Password Screen: use this screen to assist you if you have forgotten or misplaced your password.</p> <ol style="list-style-type: none"> 1) Click on the “Forgotten your password?” link at the bottom of the “Applicant Sign In” page. A new window will appear on the screen. 2) Fill in the mandatory fields on the screen and the GMS Support Office will call you with further assistance. Or if you prefer, you may call the GMS Hotline at 1-888-549-9901. 3) Select your State from the pull down menu. 4) Enter your email address as it appeared on your user registration. 5) Click the “Email” button to send the information to GMS and the click “Close Window” to close the window. Wait for GMS to contact you via telephone with your password 	 <p>The screenshot shows the 'Grant Management System Homepage' with a blue header. Below it is a white box titled 'Applicant Sign In' containing fields for 'User ID:' and 'Password:' with a 'Sign In' button. Below the sign in box are two links: 'First Time User?' and 'Forgotten your password?'. A red number '1' is placed above the 'Forgotten your password?' link.</p>
	 <p>The screenshot shows a Netscape browser window titled 'Forgotten Password - Netscape'. The page content includes the heading 'Forgotten your password?' and a paragraph of instructions. Below this is a section for '*Mandatory fields:' with a yellow background. The fields are: 'First Name', 'Last Name', 'Phone' (with area and extension boxes), 'Organization', 'City', 'State' (a dropdown menu), and 'Email'. A red number '2' is next to the First Name field, a red number '3' is next to the State field, and a red number '4' is next to the Email field. At the bottom of the form are two buttons: 'Email' and 'Close Window'. A red number '5' is placed above the 'Close Window' button.</p>

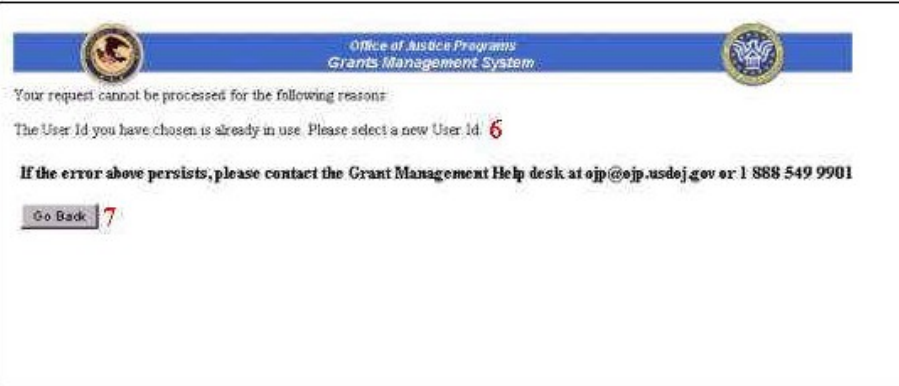
GMS – Applicant Procedures

Applicant - Sign In Error Messages (AP-21)

Description	Screen
<p>Sign In Error Message Screen: use this screen to correct errors received at login.</p> <p>1) Read the error statement that appears due to an Invalid Login Attempt. Click “Go Back” to return to the “Applicant Sign In” page and then enter the correct “User ID” and “Password.” <u>Remember that the “User ID” and “Password” are case sensitive.</u> You can verify your password by clicking on the “Forgotten your password?” link on the “Applicant Sign In” page. If the error still persists after entering the correct “User ID” and “Password,” please contact the Help Desk at 1-888-549-9901 or send an email to ojp@ojp.usdoj.gov.</p> <p>2) Enter your current “Password.” To help ensure a secure system, your “Password” will expire every 60 days and you will be prompted to create a new “Password.”</p>	 <p style="text-align: right; font-size: small;">wpe1.jpg (98770 bytes)</p>
<p>3) Enter a new “Password” that is different from your current “Password.” Remember, the “Password” must be a minimum of 8 characters long and must not begin with a number.</p> <p>4) Confirm the new “Password” by reentering it in the field. Reenter exactly the same “Password” as you entered in the “New Password” field.</p> <p>5) Click on “Change Password” to submit the new “Password” and to log on to the system.</p> <p>* Remember to record your new password for your records. Also remember that the password is case sensitive.</p>	

6) If you receive the error message pictured here, you have selected a "User Id" that has already been assigned in the system.

7) Click the "Go Back" button to return to your registration information screen and select a different "User Id."



Office of Justice Programs
Grants Management System

Your request cannot be processed for the following reason:
The User Id you have chosen is already in use. Please select a new User Id **6**

If the error above persists, please contact the Grant Management Help desk at ojp@ojp.usdoj.gov or 1 888 549 9901

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Done

Local intranet

100%