Traveling the
Grants Management System Road
For the
EDN System Support/Change Grant
(a quick reference)

Hardware/Software Requirements

- Functional on PCs and MacIntosh computers
- Recommended browsers:
  - PC – Internet Explorer 5.5 or higher
  - MacIntosh - Netscape 6.1 or higher
  - The system will not work with AOL or other browsers

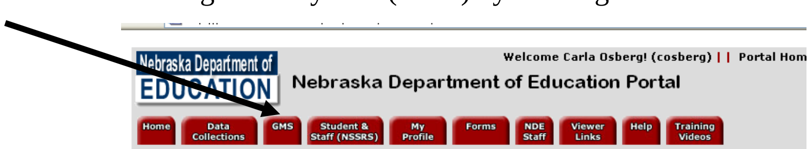
Preparation

- If you are new to the Portal, you will need to create a portal account. You can view instructions at https://portal.education.ne.gov/Site/Help/Portal_Registration_v2_5.pdf.
- You can receive personal help by calling the HelpDesk at 888-285-0556.
- Once you are on the portal you need to obtain the activation code to access the 'SPED Early Dev Network Grant'. This is obtained from the District Administrator. Instructions for obtaining and using the code can be found at https://portal.education.ne.gov/Site/Help/Portal_ActivationCodes_v2_5.pdf.
- Again, you can receive personal help by calling the HelpDesk at 888-285-0556.
- Once these steps are performed, they will not need to be repeated.

Entering the System

- Go to the NDE website: **http://www.education.ne.gov**
- Click on Portal.

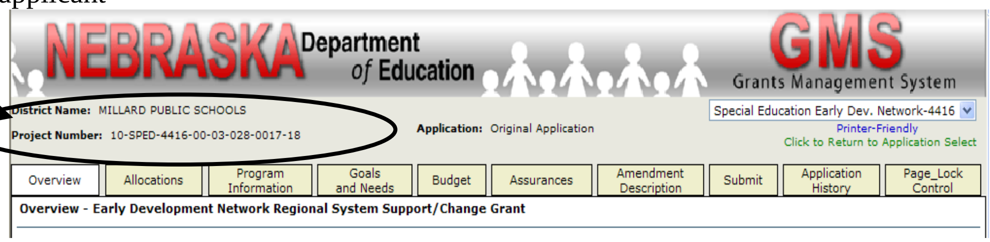
- Sign on to the Portal.
- Open the Grants Management System (GMS) by clicking on the GMS tab at the top of the page.



- Click on the "SPED Early Dev. Network Grant" in the table of available Grants.

- Select the appropriate year and Click on **“Create Application.”**

- At the top of the next page is the district’s name and unique number
- There is also a tab strip (like the tabs from a file folder) showing the pages that will need to be completed and/or reviewed by the applicant



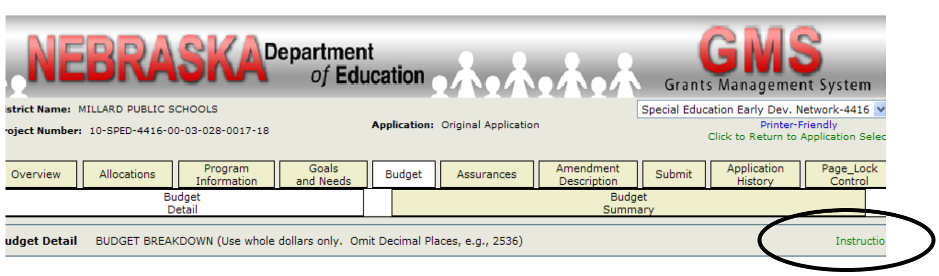
Before going any further, these rules for the road may help to have an easier and safer trip.

Avoid the Potholes in the Road

- To move across a page or between Tab sections, use the computer mouse - DO NOT USE the computer’s “tab” key
- **NEVER USE** the “**BACK**” button on the tool bar at the top of your screen
- A check in a box means “yes”. A blank box means “no”
- When inserting text, do not use quotation marks, bullets or other special characters.

Finishing Each Leg of the Trip

- Once all information on a page has been entered, use the “Save Page” button at the end of each page. <u>Clicking on another section Tab before saving a page will result in the loss of the data entered on that page!</u>
- Pre-populated pages <u>do not</u> have a “Save Page” button because that information is already saved by the GMS and is for your review.
- When a page is saved, the user will be taken back to the top of the page.
- If data has been omitted or is inaccurate, an error message in **red** will appear at the top of the page.
- Make the necessary corrections or additions and click on the “Save Page” button again.
- Data that has been saved can be changed at any time until the application’s final submission.
- To print individual web pages, it is recommended that the browsers “Printer Friendly” and “File-print” be used.
- Many pages have additional instructions. Look for the Instructions link.



Now Grab Your Map and Hit the Road!

Tab: Overview

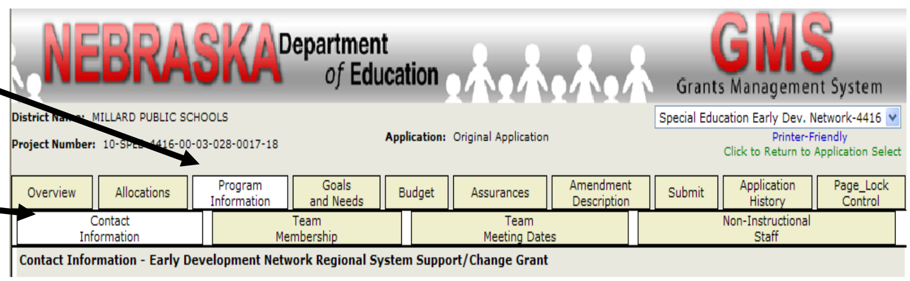
Describes the scope of the program. No data is required.

Tab: Allocations

Identifies the amount allocated to the Planning Region Team. This grant does not allow carry-over from year to year. No data is required.

Tab: Program Information

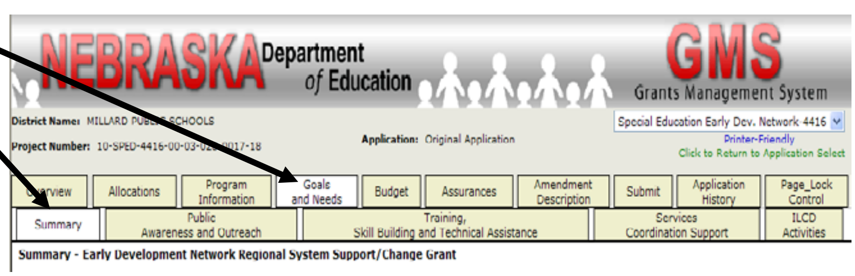
1. Contact Information - Enter contact information for the Lead Agency Administrator, Project Director and Financial Contact who will work on this program.
2. Team Membership – A file of the entire team roster must be attached by clicking on the 'Browse' button at the bottom of the page. After selecting the file and it appears in the text box, click 'upload' and the file name will be listed in green. Save the page. Be sure the file indicates the category that each member represents.
3. Team Meeting Dates – Enter all the meeting dates set for the year.
4. Non-Instructional Staff –The Planning Region Team is allowed to use grant funds to pay personnel time for clerical support to the Team, Team chairperson, grant Project Director and financial staff. An accountability of time spent toward the project will need to be kept. If you have staff that is paid for other activities such as training or public awareness activities mark them as "other" in the staff type selection. The total amount on this page must match the total of the salaries column on the budget page.



Tab: Goals and Needs

1. Summary – Report on and evaluate the action plans from the previous year's grant. You are able to paste in text from other software if you wish.

   In the next pages, write the Team's objectives, actions and evaluations under the four grant priority areas. You are given space for 5000 characters on each page. You do NOT need to address each of the goals listed by the CoLeads for each priority area. These are ideas for the Team to consider and Teams may have ideas that are not listed. You are able to paste in text from other software if you wish.

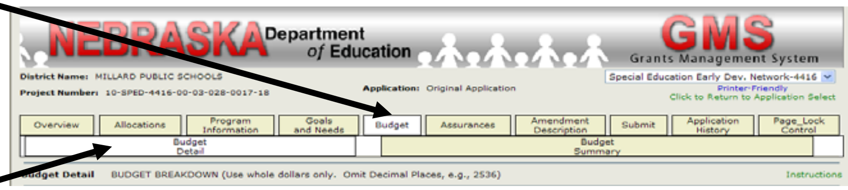


2. Public Awareness & Outreach
3. Training, Skill Building & Technical Assistance
4. Services Coordination Support
5. ILCD Activities/SC Quality Assurance

Tab: Budget

1. **Budget Detail –**

- The system will transfer information from the Goals listed under the "Goals and Needs" tabs. On the Budget Detail page, the applicant will identify the specific activities to be used to support the four Priority Goal Areas. The Budget Summary page will aggregate the data into one budget, which is a read only page.
- Beneath each goal is a pull-down box, 'Function Code'. A list of allowable activities that is specific to the program is provided. The applicant can select as many allowable activities as desired. Look at the entire listing, they are not alphabetical.



- For each activity, the applicant must indicate the anticipated total costs and then break out the costs by major object codes.
- The system will only accept whole dollar amounts.
- At the bottom of the page, the system will track how much money has been budgeted and the allocation remaining. It also figures the PRTs allowable indirect cost and has a space for including an indirect cost amount in the budget.

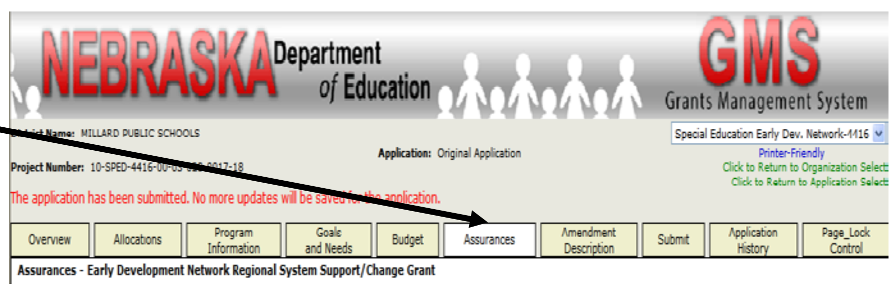
Object Codes (columns) -

- Salaries and Benefits: The grant may be used to hire clerical support for the Planning Region Team, pay for the chairperson's time, the project director's time and the financial staff's time. These are all positions on staff for the grant. In addition, staff that are proving additional support to the project, such as training or ChildFind projects can be listed as Staff Type – "other". Contracts to individuals for specific activities (i.e., workshops, consultants, interpreters, etc.) should be included under purchased services. The total in the salary column should equal the amount entered on the 'Non-Instructional Staff' page.
- Purchased Services: This includes items such as consultants, stipends, childcare for parent workshops/meetings, substitutes, meeting refreshments and interpreters.
- Supplies and Materials: This includes items such as promotional/instructional materials, printing, postage, manuals, and surveys.
- Capital Outlay: The purchase of any equipment over $500 must have prior approval.
- Travel/Professional Development: This includes items such as registration, mileage, meals and lodging for conferences and meetings. Out-of-state travel must have prior approval.

2. **Budget Summary –** This page is a read only summary.

Tab: Assurances

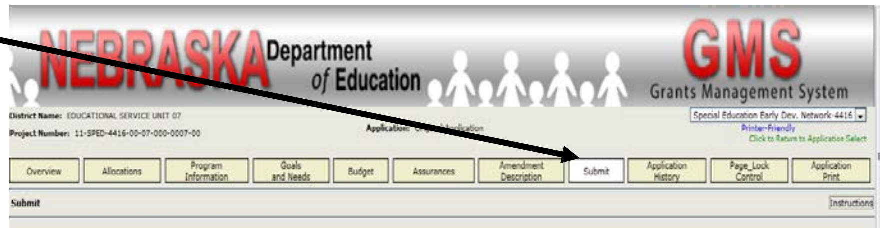
The radio button at the bottom of the page must be selected by the Superintendent or someone given authority by the Superintendent to indicate acceptance of the assurances statements.



Taking the Exit Ramp

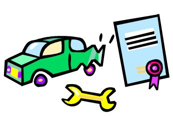
When the application is complete, click on the Submit Tab.

Tab: Submit



- The system has been designed to ensure that applications are complete before submission. Prior to the authorized representative clicking the ***"Submit"*** button, the system requires a ***"Consistency Check"*** to be successfully performed. The consistency check examines the entire application. The "Submit to NDE" button is only available after the consistency check has successfully passed. Further, when the consistency check does pass, the application is ***"Locked"***. This prevents modifications to the application that could nullify the consistency check. If the applicant desires to change the application after a successful consistency check (but before submission), they must click the ***"Unlock"*** button, also located on the Submit page. **<u>This can only be done by the person's login id and password who "locked" the application.</u>** By unlocking the application at this time, the record of a successful consistency check is erased, necessitating the consistency check being run again prior to submission.
- There is a text box on the Submit page that allows PRTs to make general comments to the CoLead Team.
- The submit page will be different for a person designated for data entry. The data entry person will have a "submit" button but it will send the completed application to the districts/agencies authorized representative. **Only the authorized representative can submit the application to NDE for review and approval.**

Check-up and Service



- Once submitted, the grant application will be reviewed by the EDN CoLead Team. If any items are incomplete or unacceptable, the application will be returned for changes as reflected on the Review Checklist.

or

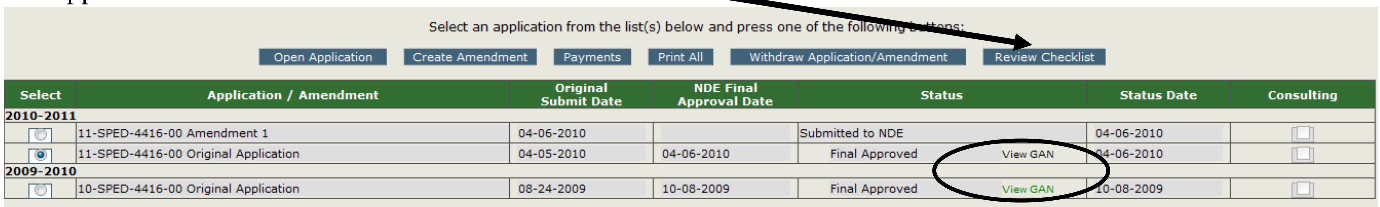
- The CoLead Team will recommend approval and send it on for Grant Award.

- The Grants Management System (GMS) will notify (through e-mail) the authorized representative when final approval has been given. A Grant Award Notification for the approved grant will be located on the GMS website for printing (no longer mailed to agency).

Results

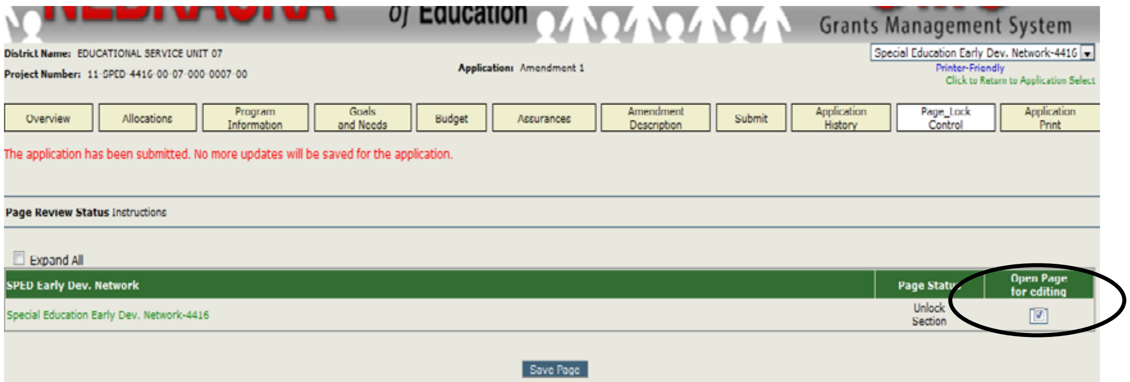
- All applications reviewed by the CoLead Team will have a Review Checklist completed. Whether the application was approved or returned for revisions, the Team can view the comments made by the CoLead Team on the Review Checklist.

- On the Application Select screen, click on Review Checklist. Make sure the pop-up blocker is off on your web browser. Another screen will open displaying the Review Checklist. Comments from the CoLeads on specific areas of the grant will be available to view.
- General comments on the overall grant are also available on the Submit Tab in the NDE comments box.
- If the Grant was approved, the Grant Award Document (GAN) can be printed by clicking View GAN at the Application Select screen.



Revisions

- If the Grant was not approved, read the Review Checklist and comments on the Submit Tab to determine changes that are needed.
- To allow the application to be edited, open the Page_Lock Control Tab and check the box under 'Open Page for Editing'. Click 'Save Page'.
- Any page can now be opened and amended. All amendments should be made in capital letters so that they are easy to distinguish from the original application.

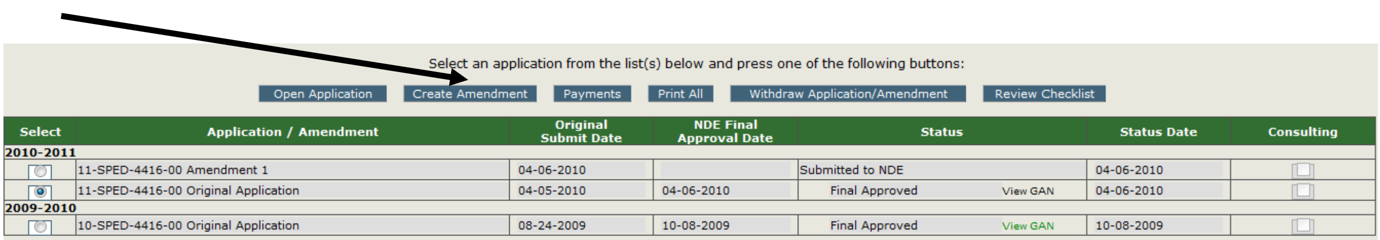


- Open the Submit Tab. Follow the instructions under Tab: Submit above. Add comments in the comment box indicating the changes that were made to the application.

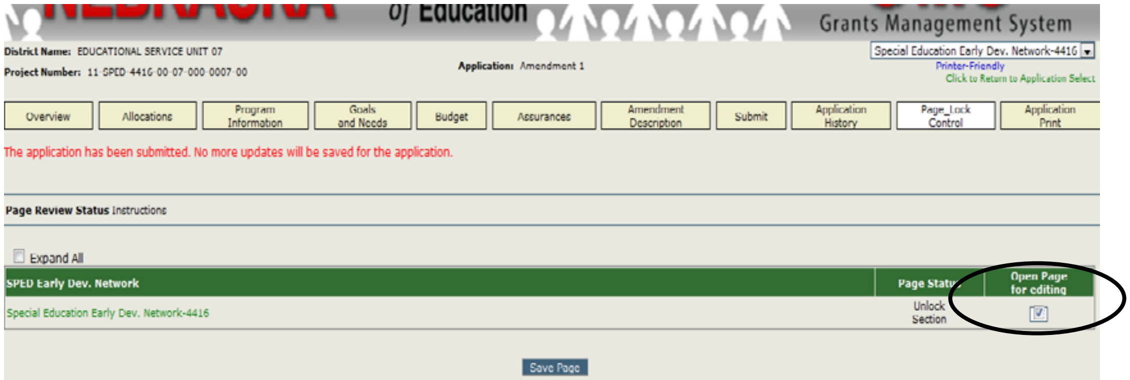
Making Amendments

If the Team needs to make an amendment to an application that is already approved, the following procedure should be followed.

- On the Application Select screen, click on 'Create Amendment.'



- To allow the application to be edited, open the Page_Lock Control Tab and check the box under 'Open Page for Editing'. Click 'Save Page'.



- Any page can now be opened and amended. All amendments should be made in capital letters so that they are easy to distinguish from the original application.
- Open the Amendment Description Tab. In the text box provided give a brief description of the amendment that was made. Click 'Save Page'.
- Open the Submit Tab. Follow the instructions under Tab: Submit above.

Requesting Payment

Payment requests are also made on GMS. On the Application Select screen, click on 'Payments.'

- Instructional videos detailing Payment Summary, Reimbursement Request and Final Reimbursement Request, can be found at, http://www.education.ne.gov/gms2/index.html.
- You can receive personal help by calling the HelpDesk at 888-285-0556 or sending an email to nde.helpdesk@nebraska.gov.

If there are questions regarding this information, please contact Pam Kasl at 402.471.4341 or pam.kasl@nebraska.gov