



Online Grants System



Ohio Office of Criminal Justice Services

GMS

Office of Criminal Justice

Services

User Guide

April 2012

This user guide gives a general overview of GMS navigation. GMS is used by Office of Criminal Justice Services subgrantees to create/submit grant application, manage grant projects, and submit performance reports & requests for reimbursement.

If you have any questions or if you need assistance and you are trying to register for OCJS grants please contact 614-446-7782 and ask to speak to your regional grant coordinator, www.ocjsgrants.com.

For JAG related questions, please contact Melissa Darby, JAG Grant Planner via email at MBDarby@dps.state.oh.us

For VAWA related questions, please contact Jacquetta Al-Mubaslat, VAWA Grant Planner via email at JAL-Mubaslat@dps.state.oh.us

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Table of Contents

1.	GMS SYSTEM REQUIREMENTS	3
1.A.	OPERATING SYSTEM	3
1.B.	INTERNET CONNECTION	3
1.C.	WEB BROWSER	3
1.D.	ADOBE ACROBAT READER.....	3
1.E.	MICROSOFT WORD VIEWER.....	3
2.	GRANTEE USER TYPES.....	4
2.A.	PROJECT DIRECTOR	4
2.B.	VIEWER.....	4
3.	SYSTEM ACCESS.....	5
3.A.	PROJECT DIRECTOR ACCESS.....	5
3.B.	VIEWER ACCESS.....	6
4.	LOGIN PAGE.....	9
4.A.	ACCESSING GMS	9
4.B.	ACCESSING GMS FROM THE OCJS WEBSITE	10
4.C.	BOOKMARK/FAVORITES	10
4.D.	ADDING GMS TO LIST OF TRUSTED SITES	11
5.	USER CONTACT INFORMATION	12
5.A.	UPDATING USER PROFILE	12
5.B.	UPDATING ANOTHER USER’S CONTACT INFORMATION	13
5.C.	UPDATING ORGANIZATION INFORMATION.....	14
5.D.	DEACTIVATING A USER	15
6.	HOME PAGE.....	16
6.A.	SEARCHING FOR DOCUMENTS	17
6.B.	VIEWING CURRENT SOLICITATIONS	17
6.C.	ACCESSING MY INBOX (E-MAIL/MESSAGES).....	18
6.D.	COMPLETING MY TASKS (ACTIVE TASKS)	19
7.	APPLICATION INITIATION.....	21
7.A.	INITIATING AN APPLICATION.....	21
7.B.	RETURNING TO AN IN-PROGRESS APPLICATION/GRANT	23
7.C.	SEARCHING FOR A APPLICATION/GRANT	23
8.	APPLICATION/GRANT MENU.....	24
8.A.	VIEWING, EDITING, AND COMPLETING FORMS.....	24
8.B.	CHANGING THE STATUS	25
8.C.	ACCESSING MANAGEMENT TOOLS	26
8.D.	EXAMINING RELATED ITEMS	28
9.	APPLICATION/GRANT USER MANAGEMENT	30
9.A.	ASSIGNING USER ACCESS TO APPLICATION/GRANT	30
9.B.	REMOVING USER ACCESS TO APPLICATION/GRANT	31
10.	FORMS COMPLETION.....	32
10.A.	NAVIGATING FORMS	32
10.B.	AUTOMATIC CALCULATIONS.....	33
10.C.	ERROR MESSAGES	33
10.D.	UPLOADING ATTACHMENTS	33
10.E.	PRINTING (PDF)	34
10.F.	COPY AND PASTE RESTRICTIONS.....	35
11.	PROPOSAL SUBMISSION.....	36

1. GMS System Requirements

The Ohio Office of Criminal Justice Services (OCJS) GMS is designed for use by the vast majority of computer users with little or no changes to the computer environment. The requirements that are mentioned below are common computer elements that should be present on most machines.

These GMS system requirements can also be viewed on GMS by selecting "System Requirements" from the Login page.

***1.a.* Operating System**

OCJS GMS is designed for both of the two more common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing GMS from a Macintosh environment are required to have MacOS 7.5 or higher. Windows users are required to have an operating system that is Windows XP or higher.

***1.b.* Internet Connection**

GMS is a web site designed for access via the Internet. For purpose of accessing GMS, minimum connection is by modem. For those using a modem, recommended connection speed is at least 33.6 kbps (kilobits per second). Internet connections "faster" than modem, i.e., cable, DSL, T1, wireless improve speed at which the system operates. In an office environment, there may already be an Internet connection, but if unsure, contact the network administrator.

***1.c.* Web Browser**

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer V.7 and above, Firefox, Safari, and Opera.

***1.d.* Adobe Acrobat Reader**

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The GMS system automatically generates grant documents in PDF format using information that is saved into various narrative and budget pages. Using Adobe Acrobat Reader can view, print, or save PDF documents. Adobe Acrobat Reader can be downloaded at www.adobe.com.

***1.e.* Microsoft Word Viewer**

GMS has a combination of both Microsoft Word and PDF documents. Microsoft Word increases GMS formatting options and reduces the amount of empty space on printed pages. If MS Word is not installed, MS Word Viewer is available for download at www.microsoft.com.

2. Grantee User Types

There are two types of subgrantee security roles:

- Project Director
- Viewer

These roles have different security levels needed to access Application/Grants, Performance Reports, Monitoring Reports, and Quarterly Reports. Once a Project Director is identified and a new user account is created, the Project Director can select and enter the organization's staff member names into GMS. Staff members, assigned by a Project Director, are given the role of staff. The two security roles are summarized below:

2.a. Project Director

- Creates new user account (OCJS will then validate this security role)
- Adds new users to GMS and assigns organization staff to staff or Project Director security roles
- Edits and/or deletes user account information
- Views, applies for, and submits grant application
- Enters, updates, and deletes information on Applications/Grants
- Downloads and attaches files to Application/Grants
- Cancels Application/Grants
- Modifies Application/Grants with status of "Modifications Required"
- Checks status of Application/Grants

2.b. Viewer

- Read-Only

3. System Access

There are two ways to access GMS:

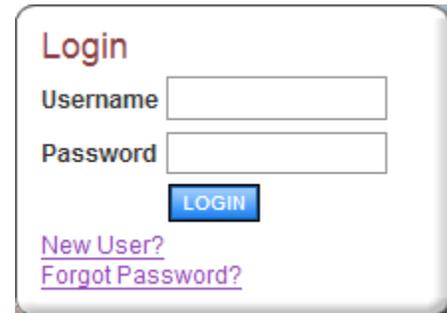
1. Request access to GMS via the GMS Login page and get approved by a OCJS GMS system administrator
-OR-
2. When an organization already has an GMS account, obtain access from the organization's Project Director. This is the preferred way to access GMS – it is quick and provides greater security for the organization's records.

3.a. Project Director Access

To gain access to GMS as a Project Director, first create a new user account.

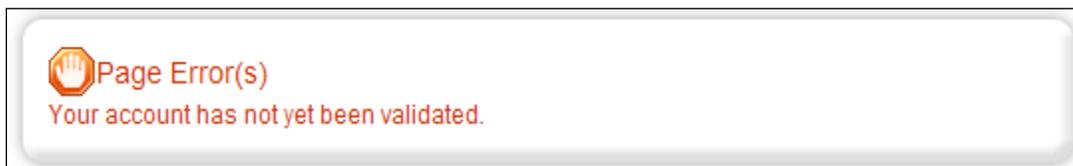
From the GMS Home page select "New User?" located in the Login section.

Note: if you are already registered as a DRC grantee, please use that login information to access the system. You do not need two accounts.



1. Fill in the Contact Information as required. All items marked with an * are required
 - a. The "Username" field can consist of letters and numbers
 - b. The "Password" field can consist of letters and numbers and must be between 7-20 characters
 - c. The fields "Password" and "Confirm Password" must match
 - i. Special characters are allowed in the password
2. Save

After saving the new user information, the account will be validated by an OCJS GMS system administrator. If attempting to access the system before validation, the following message will appear:



When access has been granted, an e-mail confirming the account has been validated will be received. If the account is set up as a Project Director, the user will now be able to create additional user accounts for the organization.

Note: Users are not able to access documents created *prior* to the date they are activated/assigned to an organization. For access to documents dated before a user's activation date, a Project Director must assign the user to each individual form/document using the "Add/Edit People" option located within each document. On the document's main menu, under "Access Management Tools," "View Management Tools," select "Add/Edit People."

3.b. Viewer Access

The preferred method for gaining access to GMS is to have the organization's Project Director add new users to the system.

To add a staff person to an organization:

1. Select "Organization(s)"
2. Select "Organization Members"
3. Select "Add Members."

The screenshot displays the 'Online Grants System' interface. At the top, there is a navigation bar with links for 'My Home', 'My Applications', 'My Performance Reports', and 'My Quarterly Subgrant Reports'. Below this, a secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. There are 'SAVE' and 'SHOW HELP' buttons on the right. The main content area is titled 'Organization - City of Cincinnati' and includes a 'Back' link. Below the title, there are instructions for adding/removing/modifying organization members and three tabs: 'Organization Information', 'Organization Members' (which is selected and highlighted with a red box), and 'Organization Documents'. Under the 'Organization Members' tab, there is a section for 'Organization Members' with instructions for administrators. Below this, there are 'Current Members' and 'Add Members' (highlighted with a red box) links. At the bottom, there is a table listing current members.

<input type="checkbox"/>	Person	Role	Active Dates	Assigned By	Modified By
<input checked="" type="checkbox"/>	Cincinnati, Elaine	Project Director	10/6/2011 - <input type="text"/>	Tkaczyk, Mr. Joshua 10/6/2011	
<input checked="" type="checkbox"/>	Captain, Roger	Viewer <input type="text"/>	4/23/2012 - <input type="text"/>	IA, OCJS 4/23/2012	IA, OCJS 4/23/2012

4. A person search field appears. Type the first or last name of the person to add and select "Search." The results appear below.

Person Search

<input type="checkbox"/> Person	Role	Active Dates	Assigned By	Modified By
<input type="checkbox"/> Smith, David	Project Director	3/2/2012		

5. Place a check in the box next to the person to add. Select a role, enter an active date (beginning), and "Save." Then select "Current Members" and the person added should show with the rest of the organization's member names.

Person Search

<input type="checkbox"/> Person	Role	Active Dates	Assigned By	Modified By
<input checked="" type="checkbox"/> Smith, David	Project Director	3/2/2012		

6. If the person's name does not come up in the search results, then select "New Member."

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

7. Enter information for the new user and "Save & Add to Organization."

The screenshot shows the 'Online Grants System' interface. At the top, there is a navigation bar with links for 'My Home', 'My Applications', 'My Performance Reports', and 'My Quarterly Subgrant Reports'. Below this is a secondary navigation bar with 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Action buttons for 'SAVE', 'SAVE & ADD TO ORGANIZATION', and 'SHOW HELP' are located on the right. The main content area is titled 'Organization - City of Columbus' and includes a 'Back' link. It provides instructions for adding members and links to 'Organization Information', 'Organization Members', and 'Organization Documents'. The 'Add/Edit Members' section contains a form with fields for Name (Prefix, First, Middle, Last, Suffix), Title, Email, Username, Password, Confirm Password, Date Active, Date Inactive, and Role. Below this, a note states that the following fields are populated by default but can be edited. The address form includes fields for Address (43 Haymons Cove), City (Columbus), State (Ohio), Zipcode (48842), County (Franklin County), Phone #1 (1112223333), Phone #2, Fax, Cell Phone, and Website.

Online Grants System

Office of Criminal Justice Services

REHABILITATION AND CORRECTION
OHIO

My Home | My Applications | My Performance Reports | My Quarterly Subgrant Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE SAVE & ADD TO ORGANIZATION SHOW HELP

Back

Organization - City of Columbus

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name: Prefix First * Middle Last * Suffix

Title

Email *

Username *

Password * Confirm Password *

Date Active 4/23/2012 Date Inactive

Role *

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields.
This information may also be edited by the person you are creating the profile for from their My Profile page.

Address 43 Haymons Cove

City Columbus* State Ohio* Zipcode 48842*

County Franklin County*

Phone #1 1112223333* Phone #2

Fax Cell Phone

Website

4. Login Page

4.a. Accessing GMS

To access GMS, enter <http://www.ocjsgrants.com> into the address bar of a web browser. The page looks like the image below.

Note: GMS does not save the username and password. This option *may* be available on the browser.



Online Grants System

IntelliGrants Home |

The Ohio Office of Criminal Justice Services and Department of Rehabilitation and Correction Grant Management System

GMS

Welcome to the Office of Criminal Justice Services (OCJS) and Department of Rehabilitation and Correction (DRC) Grant Management System (GMS). Developed to streamline justice funding and grant administration, GMS is a unique collaboration between OCJS and DRC to provide constituents across the state with better access to grant related opportunities. GMS will provide tools necessary to administer and monitor grants more effectively and efficiently. Key functions of the system include applying for grant applications, award notices, approved budgets, and fiscal and performance reports.

For more information on the grant programs administered by OCJS, please visit our official website here at ocjs.ohio.gov/grants.stm

To find additional information about DRC, please visit our official website at www.drc.ohio.gov.

New Users/How to get started:

Because this is a new online management system, all organizations will need to register with the system.

As a new user:

- The initial registration must be completed by an Authorized Official of your organization. Once they complete registration, they will receive email notification of access approval. Click the **New User** link above to register.
- Only one Authorized Official per organization is required to sign on as a new user.
- Once the Authorized Official receives access, the official can designate access to your organizational account to other staff members as they see appropriate.
- Organizations may register (if eligible) for both OCJS and DRC grants with one initial registration.

4.b. Accessing GMS from the OCJS Website

GMS can also be accessed from the OCJS website at
ocjs.ohio.gov/grants.stm



Office of Criminal Justice Services **Grants**

Funding

Most law enforcement, prevention and intervention initiatives need support for start-up costs in their first years of implementation. To help meet those needs, the OCJS Grants Administration section has been streamlined to maximize the ease and effectiveness of applying for and managing funding.

Edward Byrne Memorial Justice Assistance Grant Program (JAG) / JAG Law Enforcement (JAG LE)
Violence Against Women Act Program (VAWA)
Family Violence Prevention & Services Act Grant Program (FVPSA)
Residential Substance Abuse Treatment Program (RSAT)
Paul Coverdell Forensic Science Improvement Grants Program
National Criminal History Improvement Program (NCHIP)
Project Safe Neighborhoods Grant Program (PSN) / PSN Anti-Gang Initiative (PSN Anti-Gang)

Grants Calendar

- Current Solicitations
- Online Grant Submission
- Grant Forms
- Grant Writing Training [+]
- Grant Writing PowerPoint

Regional Contacts

A map of Ohio showing its 88 counties. The county of Franklin is highlighted in a darker blue color, indicating the location of Columbus. The map is labeled with the names of various counties, including Franklin, Hamilton, and others.

4.c. Bookmark/Favorites

GMS may be bookmarked, or added, to the favorites menu

After accessing the GMS Login page, on the Internet Explorer (IE) menu bar:

1. Select "Favorites"
2. Select "Add to Favorites"
3. Rename the site, if desired
4. Select "Add"

4.d. Adding GMS to List of Trusted Sites

To avoid various browser-related restrictions unnecessarily placed on GMS, make the following changes to the web browser.

If using Internet Explorer, we recommend adding the OCJS GMS Home page to the list of trusted sites as follows:

1. Select "Tools"
2. Select "Internet Options"
3. Select "Security"
4. Select "Trusted sites"
5. Select "Sites"
6. In "Add this website to the zone:" enter: <http://www.ocjsgrants.com>
7. Select "Add"
8. Select "Close" and then "OK"

5. User Contact Information

5.a. Updating User Profile

It is important to keep contact information up-to-date. This may be done quickly and easily in GMS.

By keeping records current, OCJS staff members are able to easily contact users when a need arises. This is especially important for timely messaging. When system messages are sent from GMS, they are sent to the e-mail address in the user profile. **When an incorrect e-mail address is in the contact information, automatic notifications will not be received.** Also, in the event of a forgotten password, the e-mail address is required and must match the one listed in the contact information.

Update the profile at any time by:

1. From the Home page, select "Profile"
2. Update the form with current information
3. Select "Save"

Online Grants System  

My Home | My Applications | My Performance Reports | My Quarterly Subgrant Reports | My Training Materials | My Organization(s) | **My Profile** | Logout

[SAVE](#) [SHOW HELP](#)

[Back](#)

My Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name: Prefix First * Middle Last * Suffix

Organization *

Title

Address *

City * State * Zipcode *

County *

Phone #1 * Phone #2

Fax Cell Phone

Email *

Website

Username *

Password * Confirm Password *

Organization Information

Organization	Role	Active Dates	Assigned By
City of Columbus	Project Director	08/24/2011 - open ended	Tkaczyk, Mr. Joshua

5.b. Updating Another User's Contact Information

An organization's Project Director may edit another user's contact information as follows:

1. Select "Organization(s)" and then select the organization whose member(s) to edit

[← Back](#)

Organization - City of Cincinnati

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
 To add a member to your organization, select the **Add Members** link below.
 If a member has already added his/her information in the system, you can search for the member.
 If you need to add a member's information into the system, select **New Member**.
 For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

<input type="checkbox"/>	Person	Role	Active Dates	Assigned By	Modified By
<input checked="" type="checkbox"/>	Captain, Roger	Project Director	4/23/2012 -	IA, OCJS 4/23/2012	
<input checked="" type="checkbox"/>	Cincinnati, Elaine	Project Director	10/6/2011 -	Tkaczyk, Mr. Joshua 10/6/2011	

2. Select "Organization Members"
3. Select the name of the person whose contact information to change
4. Update accordingly and "Save"

Organization - City of Cincinnati

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
 To add a member to your organization, select the **Add Members** link below.
 If a member has already added his/her information in the system, you can search for the member.
 If you need to add a member's information into the system, select **New Member**.
 For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

<input type="checkbox"/>	Person	Role	Active Dates	Assigned By	Modified By
<input checked="" type="checkbox"/>	Cincinnati, Elaine	Project Director	10/6/2011 -	Tkaczyk, Mr. Joshua 10/6/2011	
<input checked="" type="checkbox"/>	Captain, Roger	Viewer	4/23/2012 -	IA, OCJS 4/23/2012	IA, OCJS 4/23/2012

5.c.Updating Organization Information

When an organization’s contact information changes, it is important to update the system.

The screenshot shows the 'Online Grants System' interface. At the top, there is a navigation menu with links: My Home, My Applications, My Performance Reports, My Quarterly Subgrant Reports, My Training Materials, My Organization(s), My Profile, and Logout. There are also 'SAVE' and 'SHOW HELP' buttons. Below the navigation is a 'Page Information' notification stating 'The information has been saved.' A 'Back' button is visible. The main heading is 'Organization - City of Columbus'. Below this, there is a note: 'Please complete all the required fields below. Required fields are marked with an *.' There are three tabs: 'Organization Information', 'Organization Members', and 'Organization Documents'. The 'Organization Information' tab is active, showing a form with the following fields: Name (City of Columbus), Short Name (City of Columbus), OAKS Number, FEIN, Address (43 Haymons Cove), City (Columbus), State (Ohio), Zipcode (48842), County (Franklin County), Phone ((555) 123-4567), Fax, Email, and Website. Asterisks indicate required fields.

There may be links within “Organization Information” that require additional information. If these links exist, select the links and fill out the required information. An example of such a link might be, “Mailing Address.”

5.d. Deactivating a User

A Project Director can deactivate a member of his/her organization. A deactivated user cannot access or edit proposal-related information. To deactivate a user:

1. If there is more than one organization, then first select the one to edit
2. Select "Organization Members"
3. Using the drop-down calendar, set the second "Active Dates" field to the date on which the user to have access will no longer have access
4. Select "Save"

<input type="checkbox"/>	Person	Role	Active Dates		Assigned By	Modified By
<input checked="" type="checkbox"/>	Cincinnati, Elaine	Project Director	10/6/2011	-	Tkaczyk, Mr. Joshua 10/6/2011	
<input checked="" type="checkbox"/>	Captain, Roger	Viewer	4/23/2012	-	IA, OCJS 4/23/2012	IA, OCJS 4/23/2012

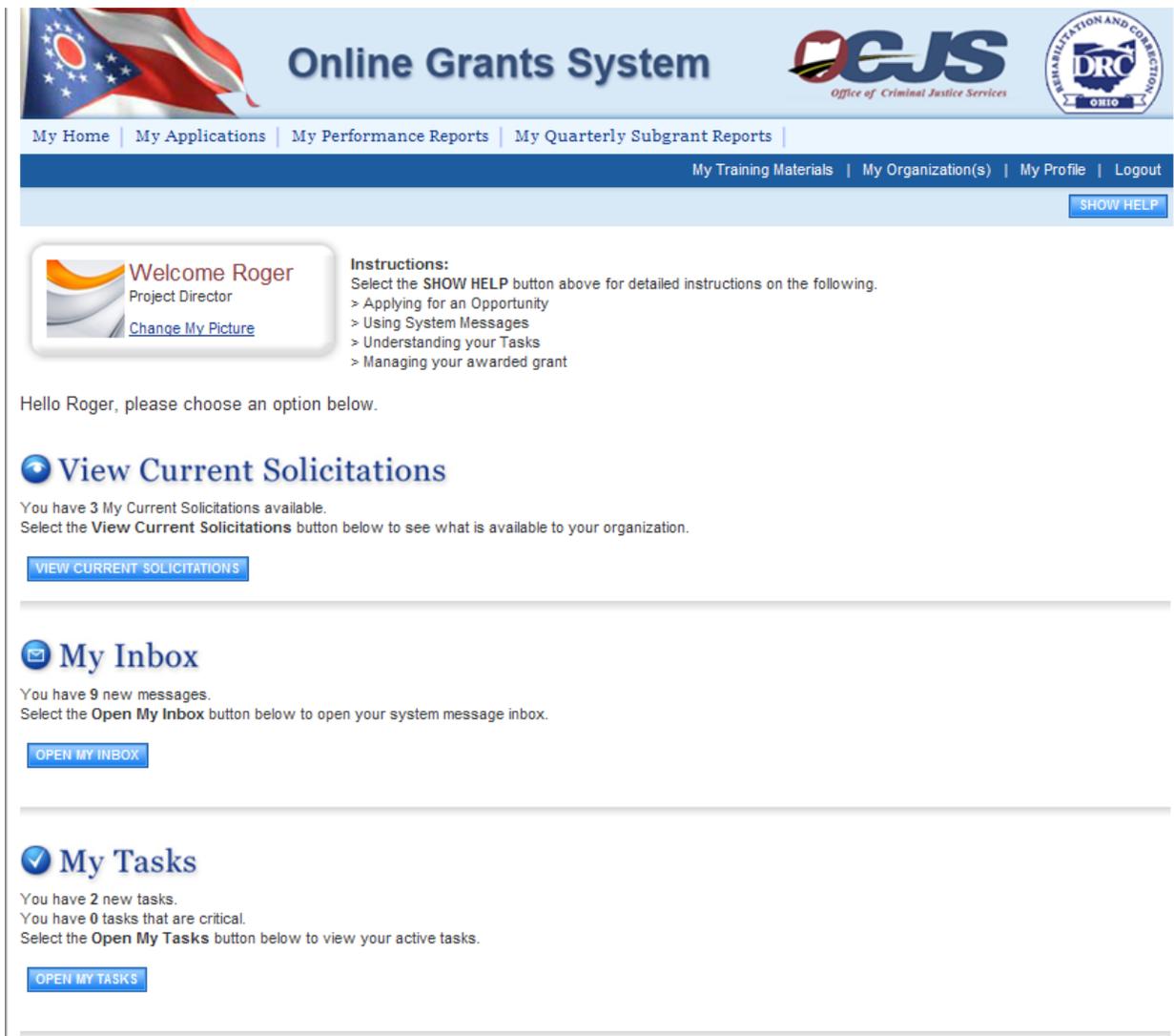
6. Home Page

The Home page is the next page seen after logging into GMS grants. From the Home page all types of documents can be accessed, such as application /grants, contract information, forms, reports, e-mail/messages, user information, system information, etc.

GMS features a number of tabs across the top of the screen that allow access to the My Home page, My Applications.

If an account has not been assigned a global role, only the "Home" tab displays.

Likewise, when there are no active tasks to perform, "My Tasks" does not appear on the Home page. There may be times when only "My Inbox" (e-mail/messages) appears on the Home page.



The screenshot shows the home page of the Online Grants System. At the top, there is a header with the Ohio state flag on the left, the text "Online Grants System" in the center, and logos for "OCJS Office of Criminal Justice Services" and "REHABILITATION AND CORRECTION DRG OHIO" on the right. Below the header is a navigation bar with tabs: "My Home", "My Applications", "My Performance Reports", and "My Quarterly Subgrant Reports". A secondary navigation bar contains "My Training Materials", "My Organization(s)", "My Profile", and "Logout", with a "SHOW HELP" button on the right. The main content area features a "Welcome Roger" message with a profile picture and a "Change My Picture" link. To the right of the welcome message are "Instructions" for using the system. Below the welcome message, there are three main sections: "View Current Solicitations" (3 available), "My Inbox" (9 new messages), and "My Tasks" (2 new tasks, 0 critical). Each section includes a brief description and a button to view the content.

Welcome Roger
Project Director
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Roger, please choose an option below.

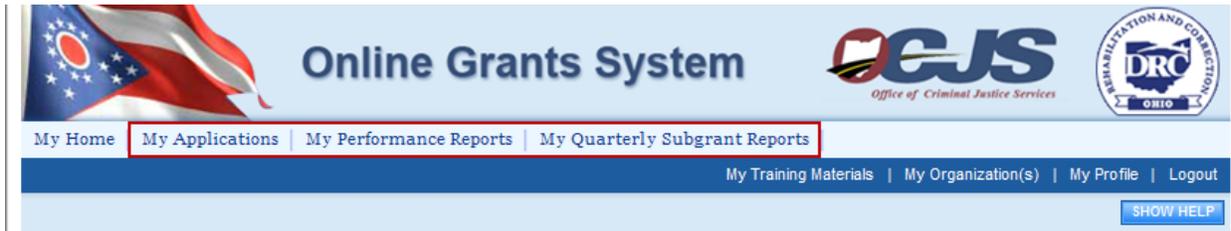
View Current Solicitations
You have 3 My Current Solicitations available.
Select the **View Current Solicitations** button below to see what is available to your organization.
[VIEW CURRENT SOLICITATIONS](#)

My Inbox
You have 9 new messages.
Select the **Open My Inbox** button below to open your system message inbox.
[OPEN MY INBOX](#)

My Tasks
You have 2 new tasks.
You have 0 tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.
[OPEN MY TASKS](#)

6.a. Searching for Documents

The My Applications, My Performance Reports, and My Quarterly Subgrant Reports tabs allow for searching documents in the system. Search fields and functionality are the same for all of the tabs. This example will search for a proposal/grant, but the steps are the same for all document types.



To view a list of application /grants:

1. Select "My Applications"
2. "Search," and the list displays below

To view application/grants by type, name, person, status, organization, or by year:

1. Select "My Applications"
2. Fill in the necessary information
3. "Search"

From the list of application /grants, select the one to view by selecting the name.

Application Search

The image shows the 'My Applications' search interface. At the top, the heading 'My Applications' is followed by the instruction 'Use the search functionality below to find a specific Applications.' Below this is a section titled 'Search Applications'. The form contains four search criteria: 'Applications Types' (a dropdown menu with '-- Select --' and a red box around the label), 'Applications Name' (a text input field), 'Status' (a dropdown menu with '-- Select --' and a red box around the label), and 'Year' (a text input field with a red box around the label). At the bottom of the form are two buttons: 'SEARCH' and 'CLEAR'.

Note: Until users submit Applications a search will result in no records found.

6.b. Viewing Current Solicitations

The "My Current Solicitations" option is only visible to subgrantees and lists available application that subgrantees can apply for and submit to OCJS. To initiate a solicitation, select "View Current Solicitations" and then "Apply Now."

My Current Solicitations

To apply for an item listed below, select the **Apply Now** button below each description.

Edward Byrne Memorial Justice Assistance Grant 2012 for City of Cincinnati

Offered By:
OHOGS_CJS

OCJS Project Period:
01/01/2013-12/31/2013

OCJS Project Due Date:
05/31/2012

Description:

Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. The JAG program blends the previous Byrne formula and Local Law Enforcement Block grant programs into a single program to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

[APPLY NOW](#)

6.c. Accessing My Inbox (E-mail/Messages)

GMS system e-mail/messages are sent periodically. E-mail appears both in GMS at My Inbox and at the e-mail address listed in the GMS contacts information.

For example, an e-mail may be sent upon submission of a proposal, a proposal being returned for modification, an approaching deadline, a program change, etc. These messages keep users informed and serve as a reminder when certain tasks required action.

To receive timely messages it is important to maintain an active e-mail address in GMS (See user guide section 5. Contact Information). An incorrect e-mail address (or an e-mail box that is full) will prevent users from receiving important OCJS grants-related messages.

My Inbox allows access to system e-mail/messages. To see contents, select "Open Inbox."

My Inbox

You have **1** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

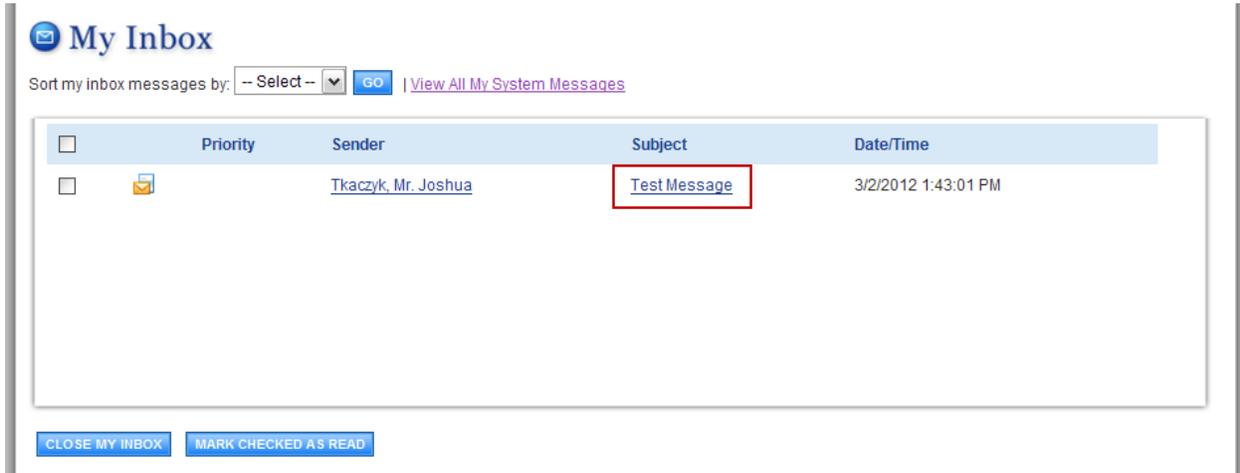
6.c.1 Viewing E-mail/Messages

All new messages (unread), if any, are displayed.

The following can be done in the Inbox:

- Sort messages by Priority, Sender, Subject, or Date/Time
- Select "View All System Messages" to see all messages going back to when system access was received
- View a message's priority status

- Select its subject link to view the message
- See date/time a message was sent
- Select a sender's name to reply to a message
- Check box at left of message to "Mark Checked As Read"



6.c.2 Searching for E-mail/Messages

To search for a message, select "View All System Messages." From the "System Messages" page, enter a keyword and "Search." A list of messages that match the search criteria will display.

The following can also be done from this menu:

- Sort search results by Priority, Sender, Subject, Date/Time, or Status
- View all messages going back to when system access was received
- View a message's priority status
- Select a sender's name to reply to a message
- See date/time a message was sent

6.d. Completing My Tasks (Active Tasks)

"My Tasks" appears on the Home page when there are tasks that require action. Some of the tasks may be critical (indicated by a red Date Due).

To access documents requiring action, select "Open Tasks" and then the name of a document to go to that document's menu.

When there are no active tasks, "My Tasks" is not visible on the Home page.

Note: To access all application/grants that are assigned, see user guide section 4.a. Searching for Documents.

 **Welcome Roger**
Project Director
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Roger, please choose an option below.

View Current Solicitations

You have 3 My Current Solicitations available.
Select the **View Current Solicitations** button below to see what is available to your organization.

[VIEW CURRENT SOLICITATIONS](#)

My Inbox

You have 9 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

My Tasks

Export Results to Sort by: [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Edward Byrne Memorial Justice Assistance Grant (JAG) 2010	City of Columbus	2010-JG-City of Columbus Police-00001	Application In Process	8/24/2011	
	Edward Byrne Memorial Justice Assistance Grant (JAG) 2010	City of Columbus	2010-JG-City of Columbus Police-00002	Application In Process	8/24/2011	

[CLOSE MY TASKS](#)

7. Application Initiation

During a grant cycle's Request For Proposal (RFP) period, "My Current Solicitations" appears on the Home page. When the application period is over, this option is not visible.

A subgrantee Project Director is the only role authorized to initiate an application.

7.a. Initiating an Application

To initiate an application:

1. On the Home page, under My Current Solicitations.
2. A list of available grant applications display.



A screenshot of a web interface showing a blue button with a magnifying glass icon and the text "View Current Solicitations".

You have 3 My Current Solicitations available.
Select the **View Current Solicitations** button below to see what is available to your organization.

[VIEW CURRENT SOLICITATIONS](#)

3. To initiate an application, select "Apply Now."



A screenshot of a web page titled "My Current Solicitations". It includes a sub-header, a description of the "Edward Byrne Memorial Justice Assistance Grant 2012 for City of Cincinnati", and an "APPLY NOW" button.

To apply for an item listed below, select the **Apply Now** button below each description.

Edward Byrne Memorial Justice Assistance Grant 2012 for City of Cincinnati

Offered By:
OHOGS_CJS

OCJS Project Period:
01/01/2013-12/31/2013

OCJS Project Due Date:
05/31/2012

Description:

Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. The JAG program blends the previous Byrne formula and Local Law Enforcement Block grant programs into a single program to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

[APPLY NOW](#)

4. A page appears asking for confirmation, select "I Agree." An application is created for the organization, and the application/Grant menu is displayed.

Agreement

Please make a selection below to continue.

I confirm I do wish to apply for an Edward Byrne Memorial Justice Assistance Grant.

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7.b. Returning to an In-Progress Application/Grant

Following initiation of a proposal, a new task appears under the My Tasks section on the Home page.

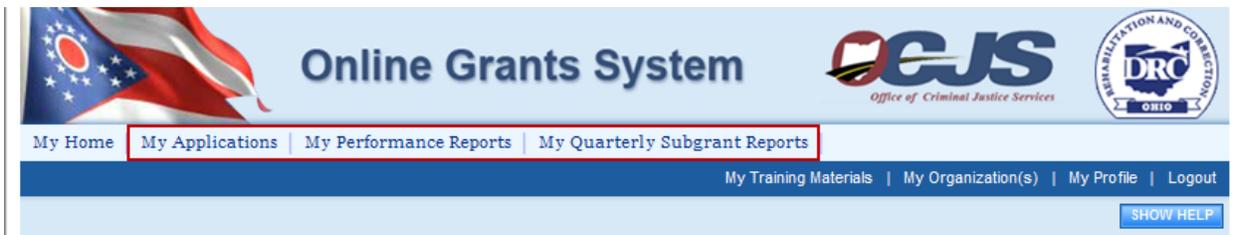


When logging out of GMS and returning later to continue working on a proposal:

1. Go to top left of the screen, select Home
2. Under My Tasks, select "Open Tasks" to return to a proposal initiated by the organization.

7.c. Searching for an Application/Grant

To search for a proposal, or any other grant document, select "Proposal/Grant." See user guide section, 6.a. Searching for Documents.



8. Application/Grant Menu

The Application/Grant menu is ordered into four sections to help keep tasks and information organized. The sections are described below.

8.a. Viewing, Editing, and Completing Forms

“View, Edit and Complete Forms” is where the vast majority of work is completed within the system. This section contains the forms necessary to complete before submitting a proposal. To access a form, select “View Forms” and then select the name of the form to view, edit, and complete the form.

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	Title Page			
	Problem Statement/Underserved Population			
	Project Description			
	Project Objectives			
	Timeline/Activities			
	Organization Capacity			
	Collaboration Board			
	Executive Summary			
Budget				
	Budget Request By Resource			
	Personnel Costs			
	Consultants/Contracts			
	Travel			
	Equipment			
	Supplies			
	Other Costs			
	Confidential Funds (Applies to Drug Task Force Projects Only)			
	Indirect Costs			
	Budget Request By Resource & Cost Category			

When the icon on the far left of the menu is a stop sign  , that indicates the page has an error on it. When the icon is a pencil  , that indicates the page has been saved at least once, and is being edited or is complete.

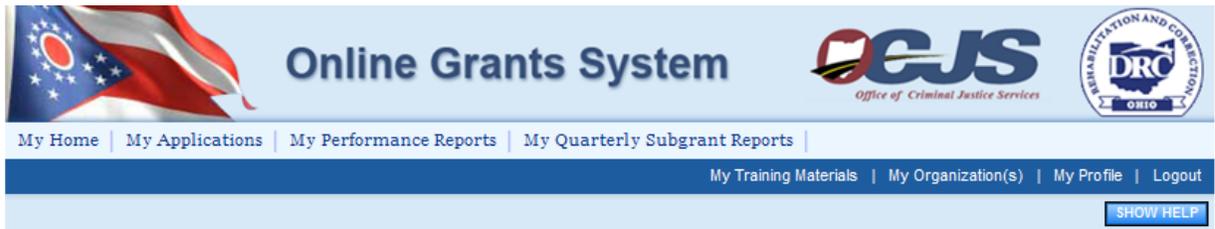
8.b. Changing the Status

“Change the Status” allows a Project Director to submit a proposal, push grant documents to the next status, or request modifications. Select “View Status Options” to see which possible statuses are available.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)



My Home | My Applications | My Performance Reports | My Quarterly Subgrant Reports | My Training Materials | My Organization(s) | My Profile | Logout

[SHOW HELP](#)

 [Back](#)

Edward Byrne Memorial Justice Assistance Grant (JAG) 2010 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [2010-JG-City of Columbus Police-00001](#)

 [Details](#)

Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

8.c. Accessing Management Tools

“Access Management Tools” allows a Project Director certain administrative responsibilities such as the ability to add/edit people to a proposal (attach users to a proposal) and view a proposal’s status history.

Access Management Tools

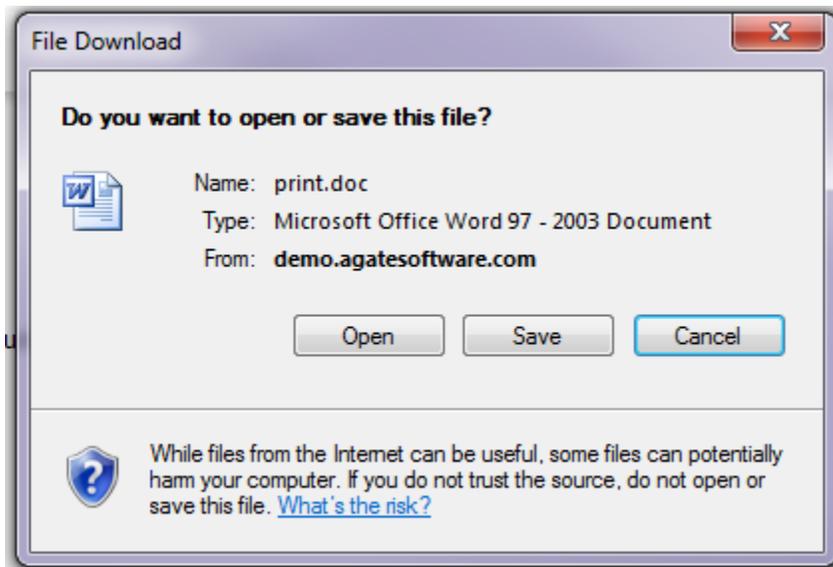
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Management Tools

- CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.
- CREATE FULL BLANK PRINT VERSION**
Select the link above to create a blank printable version of the document.
- ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.
- STATUS HISTORY**
Select the link above to view the status history of this document.
- CHECK FOR ERRORS**
Select the link above to check the entire document for errors.

Create Full Print Version creates a printable version of the document for reading and/or saving. **Create Full Blank Print Version** creates a form/template version.



Add/Edit People is used to add people, change security, alter active dates, etc. See user guide section 9. Proposal/Grant User Management.

Document Information: [2010-JG-City of Columbus Police-00001](#)
[Details](#)

Person Search
Enter a name or partial name:

People Found

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/>	David Smith		Project Director	4/23/2012 - <input type="text"/>	

Document **Status History** provides the statuses that a document has passed through.

Document Information: [2012-JG-AGATE1-00001](#)
[Details](#)

Document Status History

Status	Date/Time	By	Notes
Application In Progress	3/1/2012 4:10:06 PM	IA, OCJS	
Application Review Required	3/13/2012 8:12:49 AM	IA, OCJS	

Check for Errors checks document for errors and returns a list of links to pages with identified errors that need to be corrected before the document can be moved to the next status.

Note about Global Errors always showing for Title Page and Budget Request by Resource:

Upon submission, you will receive a Global Error about the Budget Request by Resource and Title Page. There is data on both of these pages which is pre-populated from the Budget, so the system enforces you to revisit/resave these two pages to populate that data, since you will most likely complete the budget after completing these pages.

Once this is complete, you will need to re-submit the document since it was not successfully submitted the first time, due to the above errors.

Online Grants System

OCJS
Office of Criminal Justice Services

DEPARTMENT OF REHABILITATION AND CORRECTION
DRC
OHIO

My Home | My Applications | My Performance Reports | My Quarterly Subgrant Reports | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

Global Errors

Document Information: [2012-JG-City of Cincinnati-00003](#)

[Details](#)

You must complete this page.
[Budget Request By Resource](#)

You must complete this page.
[Title Page](#)

8.d. Examining Related Items

“Examine Related Items” is where documents such as Reports, Requests for Reimbursement, Supplementals, and related messages are found.

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

VIEW RELATED ITEMS

Performance Report Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [ARRA-2011-OH Applicant Test Org 1-00001](#)

[Details](#)

Related Documents

Sort search results by:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Edward Byrne Memorial Justice Assistance Grant (JAG) 2011	JAG-2011-JG-A01-6284A	Application Funded	09/03/2010 - 12/31/2010 N/A	John Lennon 9/15/2010 6:55:52 PM	Mr. Joshua Tkaczyk 9/15/2011 8:45:12 AM

Related Messages

Sort search results by:

Priority	Sender	Subject	Date/Time	Status
----------	--------	---------	-----------	--------

9. Application/Grant User Management

The Project Director is responsible for adding and ensuring that appropriate users are assigned documents. Staff may assist the subgrantee Project Director with completing required forms. User access can be assigned or removed throughout a grant's lifecycle. Only a Project Director can submit a proposal.

9.a. Assigning User Access to Application/Grant

To view GMS documents, or to assist with completing forms, a user must be linked to the documents. To add a user to a document:

1. From the Application/Grant's main menu, under Access Management Tools, select the "View Management Tools" button and then "Add/Edit People."

The screenshot shows a section titled "Access Management Tools" with a blue header and a globe icon. Below the title is a descriptive sentence: "Select the View Management Tools button below to perform actions such as adding people to this document or viewing the document history." There is a blue button labeled "VIEW MANAGEMENT TOOLS". Below this is another section titled "ADD/EDIT PEOPLE" with a person icon, followed by the text: "Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document."

- a. Type the name, or part of the user's name (at least 3 characters), in the Person Search field, and "Search."
- b. Check the box in the column next to the desired person
- c. Select a role for the user, along with an appropriate Active Date
- d. "Save" to complete adding the user to the document

Edward Byrne Memorial Justice Assistance Grant (JAG) 2010 Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the SAVE button to save your changes.

Document Information: [2010-JG-City of Columbus Police-00002](#)

[Details](#)

Person Search

Enter a name or partial name:

People Found

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/>	David Smith		Project Director	4/23/2012 -	

2. Repeat this process to add additional users, if necessary

3. Return to "Add/Edit People" to confirm that all users have been added correctly.

9.b. Removing User Access to Application/Grant

There are two ways to remove a user from a GMS document.

1. From a Application/Grant's main menu, under Access Management Tools, "View Management Tools" and then "Add/Edit People." Edit "Active Dates" for the user. The user will not be able to access the document before a specified start-date (first field) or after a specified end-date (second field).

Organization - City of Cincinnati

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

<input type="checkbox"/> Person	Role	Active Dates	Assigned By	Modified By
<input checked="" type="checkbox"/> Cincinnati, Elaine	Project Director	10/6/2011 - <input type="text"/>	Tkaczyk, Mr. Joshua 10/6/2011	
<input checked="" type="checkbox"/> Captain, Roger	Viewer <input type="text"/>	4/23/2012 - <input type="text"/>	IA, OCJS 4/23/2012	IA, OCJS 4/23/2012

2. Remove a user by unchecking the box next to the person's name and "Save."

Organization - City of Cincinnati

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for the member.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

<input type="checkbox"/> Person	Role	Active Dates	Assigned By	Modified By
<input type="checkbox"/> Smith, David	Viewer <input type="text"/>	4/27/2012 - <input type="text"/>		

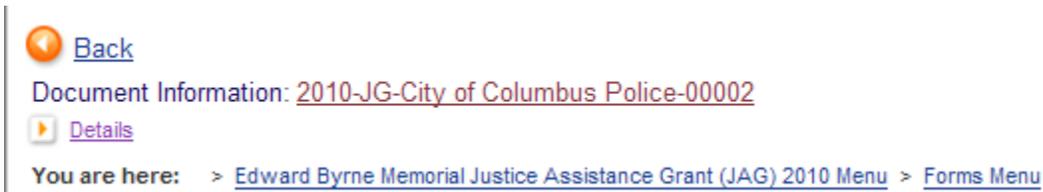
10. Forms Completion

On a Application/Grant's Form Menu the forms within an application are shown. These are the forms that must be completed before submitting the proposal. The following sections go through the information necessary to complete an application.

10.a. Navigating Forms

After opening a form, there are two ways to navigate.

1. Use the links following "You are here:"



The screenshot shows a navigation area with a blue arrow icon and the text "Back". Below it, the document information is displayed as "Document Information: [2010-JG-City of Columbus Police-00002](#)". A "Details" link with a folder icon is also present. At the bottom, the breadcrumb path reads "You are here: > [Edward Byrne Memorial Justice Assistance Grant \(JAG\) 2010 Menu](#) > [Forms Menu](#)".

2. Use the Navigation Links listed at the bottom of the page

Navigation Links provides access to next related pages. Select the appropriate page name to go to that form.



The screenshot shows a table titled "Navigation Links" with the following structure:

Status	Page Name	Note	Created By	Last Modified By
	Budget Request By Resource			
	Personnel Costs			
	Consultants/Contracts			
	Travel			
	Equipment			
	Supplies			
	Other Costs			
	Confidential Funds (Applies to Drug Task Force Projects Only)			
	Indirect Costs			
	Budget Request By Resource & Cost Category			

Note: To ensure that changes made to a form are not lost, select "Save" before leaving the form.

To return to the forms menu, where another form can be selected to complete, select "Forms Menu."

10.b. Automatic Calculations

When possible, GMS automatically calculates totals and other numbers. The Budget Summary page is a good example of this. When the page is saved, the system takes the values that were entered and displays them on the Budget Summary page. The system then calculates the numbers for the results. Remember to select "Save" in order to see the results of the form calculations.

SALARIES

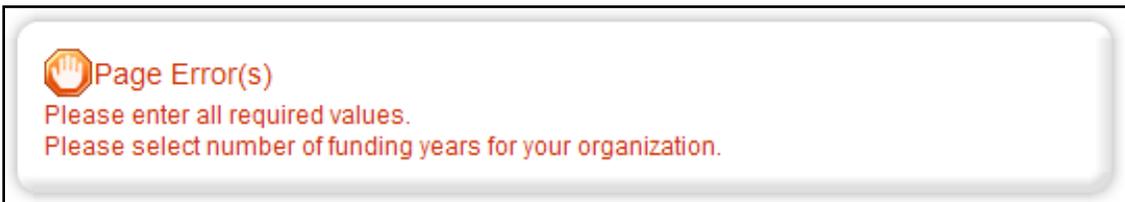
Name of Employee	Title	Employment Status	Start Date For This Fiscal Year	End Date For This Fiscal Year	Number of Hours Worked	Hourly Wage	Total
test	test	Part Time	03/01/2012	03/31/2012	20	\$20.00	\$400.00
test 2	test 2	Full Time	03/01/2012	03/31/2012	40	\$20.00	\$800.00
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
FY2013 Salary Total							\$1,200.00

Justifications:

0 of 500

10.c. Error Messages

When a form is saved and required fields are not filled-in, or on-screen application rules have been violated, an error message displays across the top of the page. Errors do not need to be corrected immediately, however to successfully submit the proposal, all errors must be fixed.



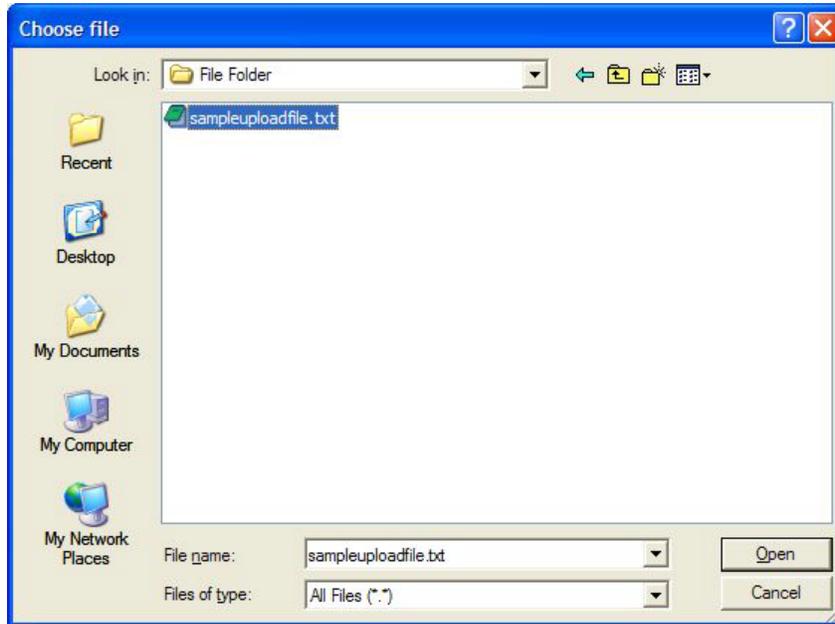
10.d. Uploading Attachments

All attachments submitted via GMS must not contain confidential/sensitive data that is not required to support the grants-management process. Before attachments are uploaded, sensitive information must be redacted. Examples of sensitive information include social security numbers (even if it is only the last 4 digits of an SSN), items such as bank account numbers (generally found at the bottom of a check), or credit card data.

When not enough space is available to capture the type of information that is required on a form, a file upload feature is available that allows a file to be attached. The following file types are allowed: bmp, doc, docx, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, xlsx. To locate and upload a file, select "Browse."



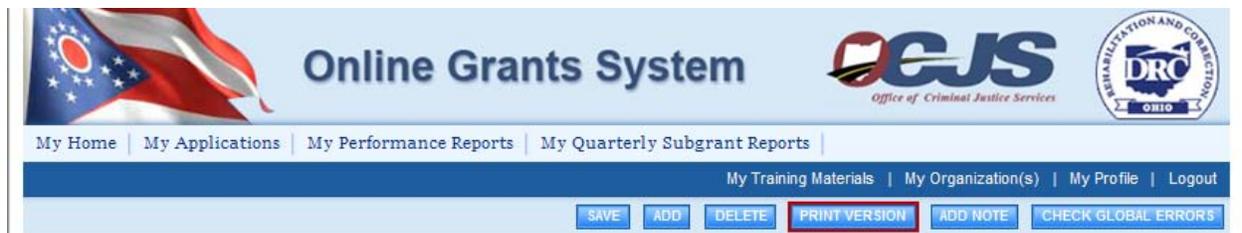
Go to the folder that contains the file, select the file, and "Open."



After the page reloads, select "Save".

10.e. Printing (PDF)

On many pages a "Print Version" button is available that automatically creates a printable Portable Document Format (PDF) version. This dynamic PDF can be printed, or saved to a computer. It is good practice to review the PDF files carefully for accuracy prior to submitting.



10.f. Copy and Paste Restrictions

Be cautious when using the copy and paste function of most word processing programs (e.g., MS Word) to transfer text into GMS form fields or narrative text boxes.

GMS does not recognize some characters and formatting, such as tables, graphs, photographs, bullets, and some tabs.

Also be aware of the different character limits of text boxes--attempting to copy and paste text that is longer than the allotted space returns an error message. The character limit is located at the bottom left of a text box.

To avoid copy/paste errors, first copy and paste the text into Notepad or equivalent program. Notepad has similar formatting requirements to GMS textboxes.

11. Proposal Submission

The Project Director is the only one authorized to submit a Proposal. When the Proposal is complete and no additional changes are required, the Project Director may submit.

**Once an Application has been submitted, it becomes 'read-only'
and can no longer be changed!**

To submit a proposal, the Project Director selects "View Status Options" under the Change the Status header on the proposal's main menu. Possible status changes display. Select "Apply Status" under the appropriate status change. If errors exist on any of the proposal's forms when attempting to submit, a message appears showing the form(s) that contain errors. All errors must be fixed before GMS will accept the application. When errors do not exist, Project Director is prompted to confirm decision to submit.

Note about Global Errors always showing for Title Page and Budget Request by Resource:

Upon submission, you will receive a Global Error about the Budget Request by Resource and Title Page. There is data on both of these pages which is pre-populated from the Budget, so the system enforces you to revisit/resave these two pages to populate that data, since you will most likely complete the budget after completing these pages.

Once this is complete, you will need to re-submit the document since it was not successfully submitted the first time, due to the above errors.

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Document Information: [2010-JG-City of Columbus Police-00002](#)

 [Details](#)

 You must complete this page.

[Budget Request By Resource](#)

 You must complete this page.

[Collaboration Board](#)

 You must complete this page.

[Confidential Funds \(Applies to Drug Task Force Projects Only\)](#)

 You must complete this page.

[Consultants/Contracts](#)

 You must complete this page.

[Equipment](#)

 You must complete this page.

[Executive Summary](#)