Submit Your Response

Online:
(*enter link on your device*)

PollEv.com/jenniferjeff828

Phone:
(*send a text message*)

Text JenniferJeff828 to 22333
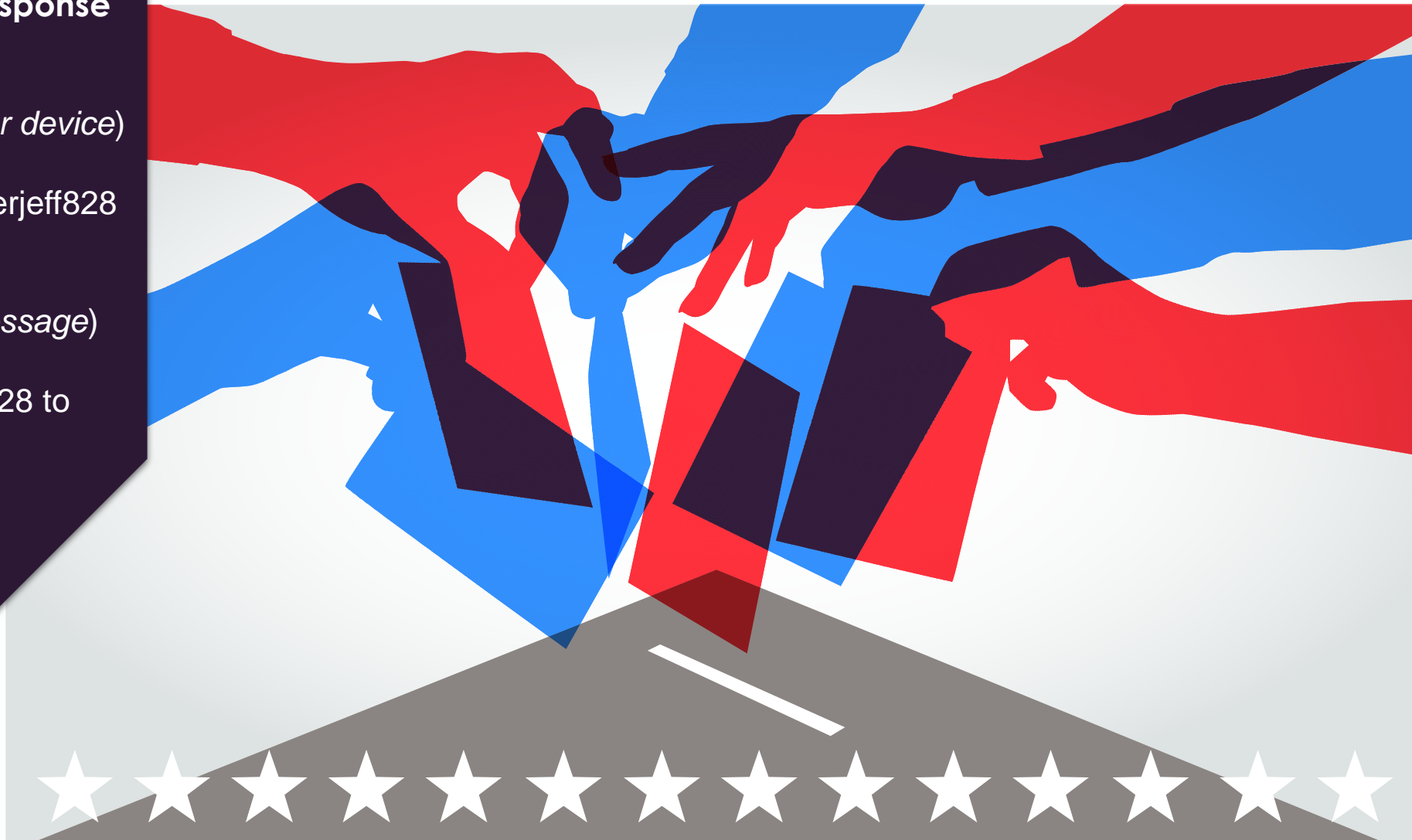
External GMS Overview

A Resource for Financial Points of Contact

OCFO Financial Management Training Seminar (FMTS)

Sponsored by:
The Office of Audit, Assessment and Management
Grants Management Division

Course Agenda

What is GMS?

Managing Users

Q&A Session and Resources

- GMS Interfaces
- GMS Structure
- POC vs FPOC

Poll Results
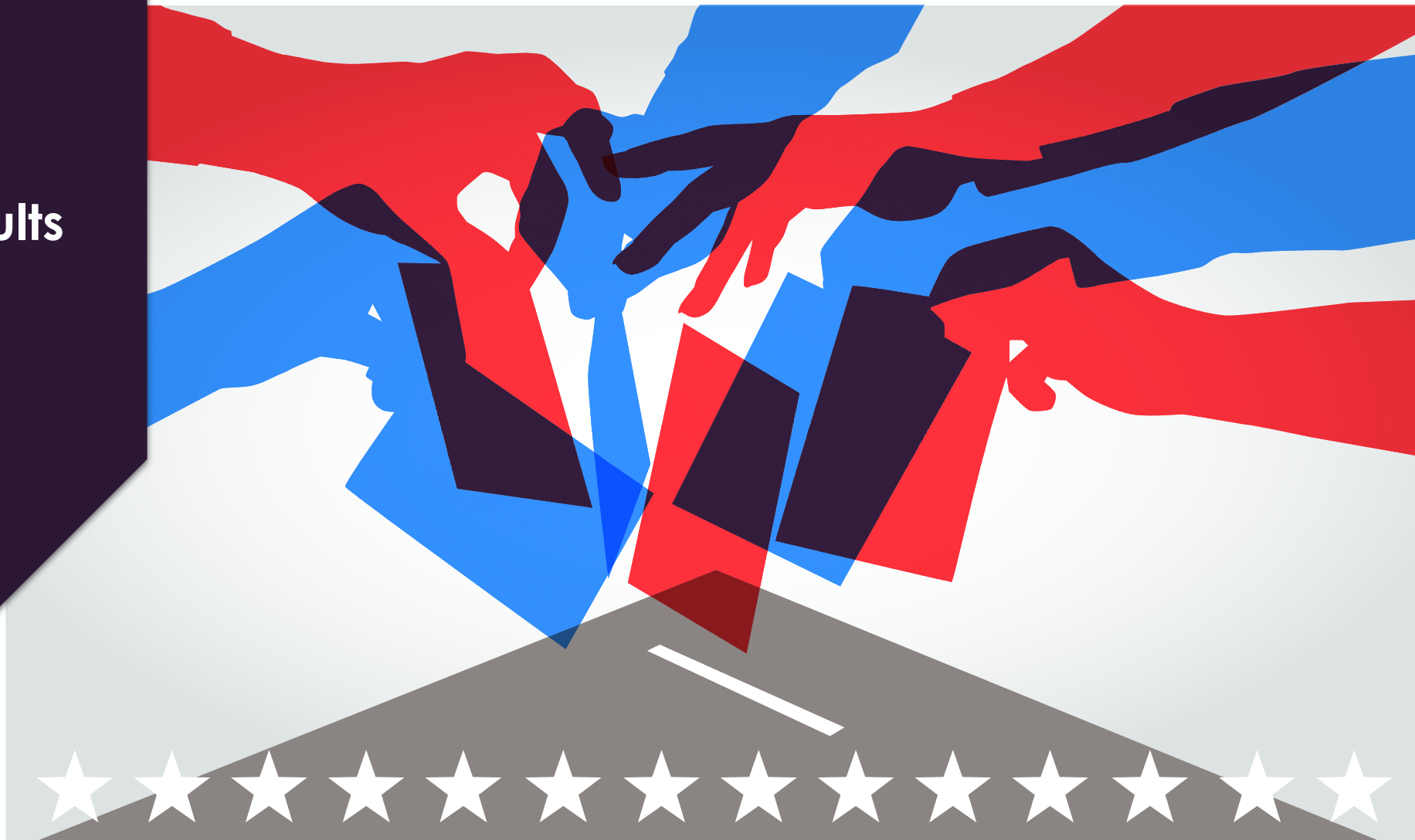
What is GMS?

What is GMS?

The **Grant Management System** (GMS) is a web-based Office of Justice Programs application used throughout the grants lifecycle to support the full administration of grants.

GMS

Source of Funding

Username and Password are required for access

Recipient of Funding

GMS has two interfaces:

The *External* user interface for grant applicants and recipients

The **Internal** user interface for OJP grant managers, program managers and other staff

What is GMS?

Point of Contact (POC) vs. Financial Point of Contact (FPOC)

A POC and FPOC must be designated for every grant award.

Point of Contact (POC)	Financial Point of Contact (FPOC)
Applicant account holder who completes grant activities in GMS	Responsible for financial administration of the grant funds
This account is created at the time of application	Must be designated for recipient to qualify for grant award
Submits GANs, Progress Reports, Closeout package, etc.	Submits Financial Status Reports
Should communicate regularly with the Grant Manager, both within GMS and outside GMS	Should communicate regularly with POC to receive any relevant updates from Grant Manager

What is GMS?

POC GMS Modules

- Manage Users
- Applications
- Victim Compensation Certification
- Awards
- Funding Opportunities
- Grant Adjustments
- Grant Monitoring
- Conference Reporting
- Financial Status Reports
- Closeouts
- Reports
- Profile
- SAM Claim
- Change Password
- Log Off

A POC will see many modules down the left hand side of the screen

FPOC GMS Modules

- Financial Status Reports
- Profile
- Change Password
- Log Off

- A FPOC will see far fewer options on the screen

- The FPOC submits the necessary requirements to the grant manager, and shares information and updates as they are learned

GMS Account Structure

The GMS menu structure depends on the role of the user signed in

GMS Account Structure

When questions arise regarding account functions, role access and preference can be adjusted through the **"Profile"** link in the left menu for each role.

POC GMS

FPOC GMS

Grant Monitoring

Conference Reporting

Financial Status Reports

Closeouts

Reports

Profile

SAM Claim

Change Password

Log Off
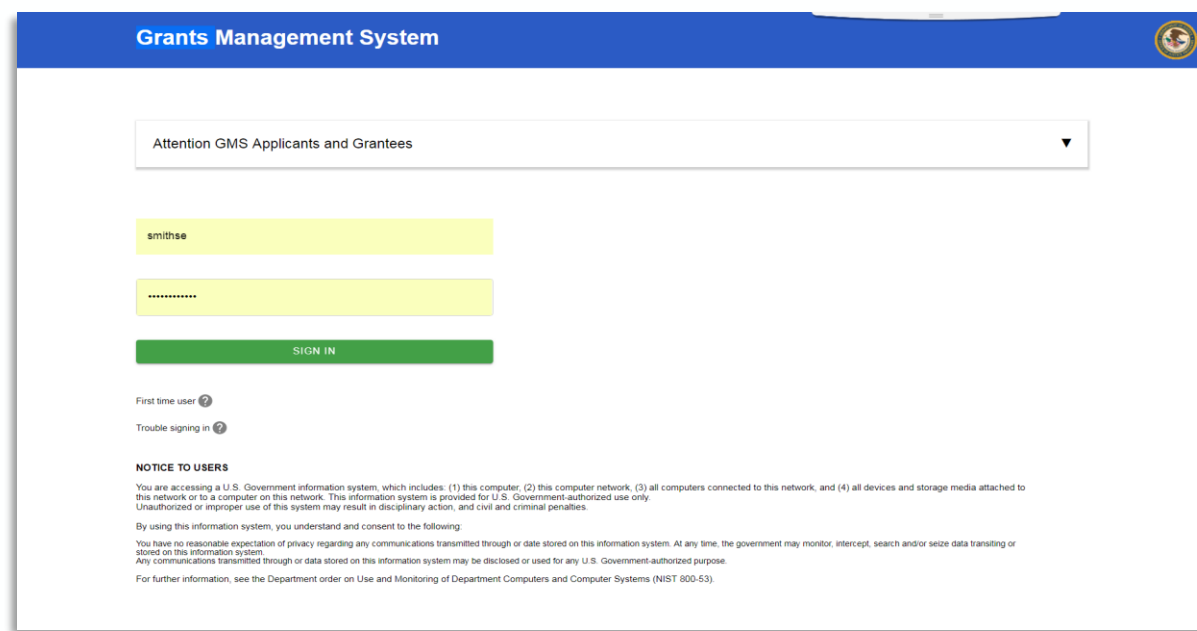
Financial Status Reports

Profile

Change Password

Log Off

Managing Users

System Login

- Users must sign into GMS to perform post-award activities

- Required for all grant applications submitted

- https://grants.ojp.usdoj.gov

Grants Management System

Attention GMS Applicants and Grantees ▼

smithse

••••••••••••

SIGN IN

First time user ❓
Trouble signing in ❓

NOTICE TO USERS

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communications transmitted through or date stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information, see the Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53).

Request FPOC Role

Once the New User link is selected at login, a screen will appear with 2 registration options:

I am registering as an applicant for a grant.

I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants.

Financial Point of Contact

Select the button next to Register as a Financial Point of Contact and click Submit.

Request FPOC Role

The Create FPOC Registration page will appear. Fill out all required fields indicated by a red asterisk (*) and click Submit.

This will submit your request to your grant POC.

Financial Point of Contact (FPOC) Registration Information
*Mandatory fields

Grant Verification Information

Please provide the following information about your most current grant with OJP. If you currently have more than one grant with us, enter information from any of your current grants with OJP. We will use this information to help verify your account, so please be sure that the information you provide is accurate.

*Award Number: (9999-XX-XX-9999)	
*OJP Vendor Number:	

Organization Information

*Your Organization Name:	
*Address Line 1:	
Address Line 2:	
*City:	

Request FPOC Role

The Request Awards page will appear. Check the boxes next to the awards you want assigned to you as FPOC. If you also require access to awards from a different vendor, enter the OJP Vendor Number and Award Number in the bottom fields and click Request Access.

Otherwise, click Request Awards.

Request FPOC Role

The Action Confirmation page appears. Make sure all award numbers, titles and point of contact information are correct and click Yes.

Request FPOC Role

After submission, you will receive a confirmation message saying *"Your request has been processed."* Next, an email is sent to the prospective FPOC stating he or she has been approved.

Approved

Managing Users

GMS POC Role

Click the Manage Users link at the top of the left menu. This link is used for FPOC registrations, assignments and denials.

Point of Contact

GMS POC Role

The Manage Users page will appear. The default screen will be Pending Registration. These are the prospective FPOCs that need to be approved or denied by the POC. Click the name link to find out more about what kind of access that person is requesting.

Manage Users

Pending Registration

Manage FPOC

Create FPOC

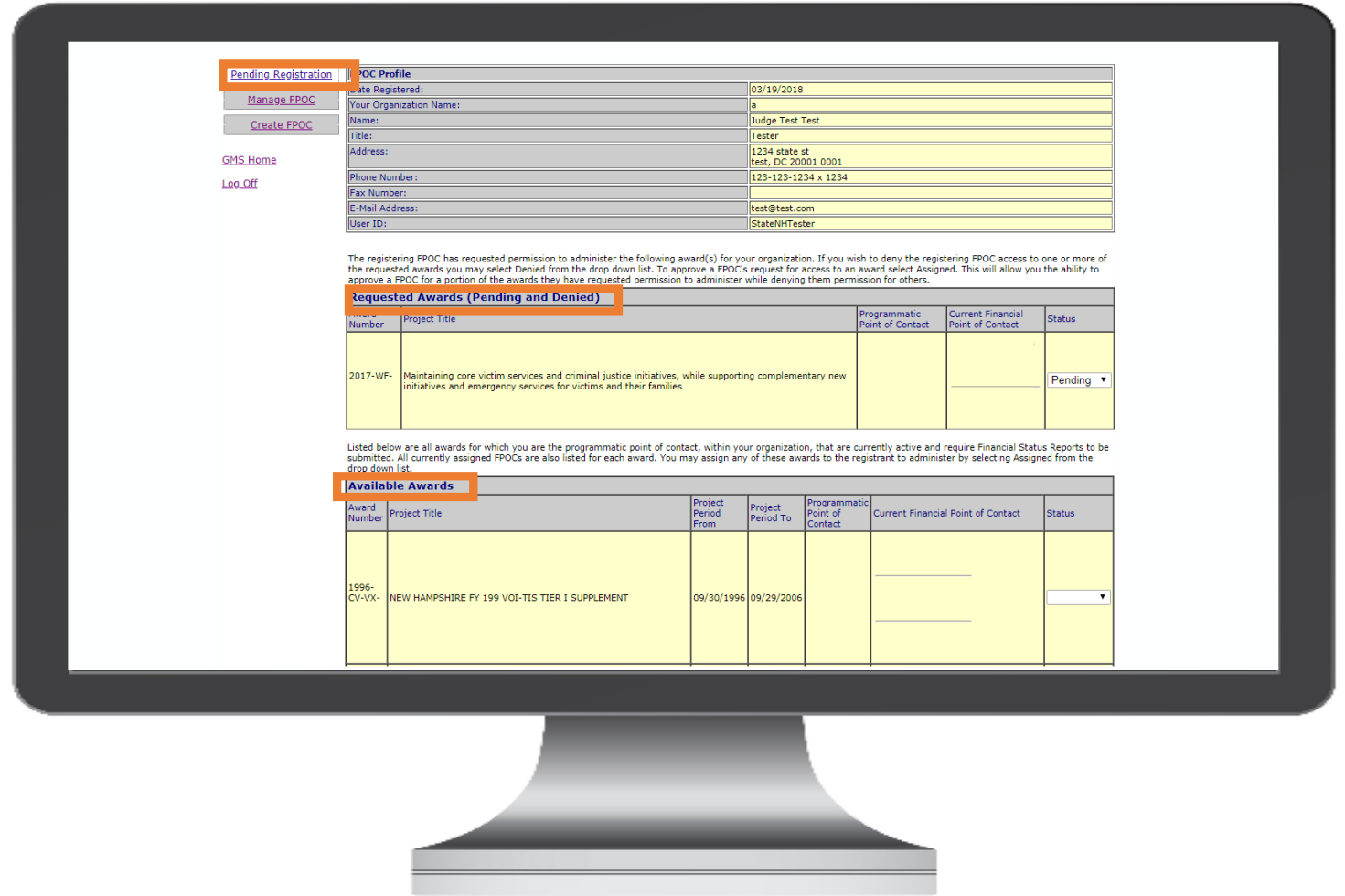| Name	Organization Name	Phone Number	Registered Date ▼
Test Test	a	123-123-1234 ext. 1234	03/19/2018

GMS POC Role

The FPOC Profile Pending Registration page appears. The FPOC profile is shown at the top of the page. Below the profile will be:

- FPOC award requests

- Awards available to assign
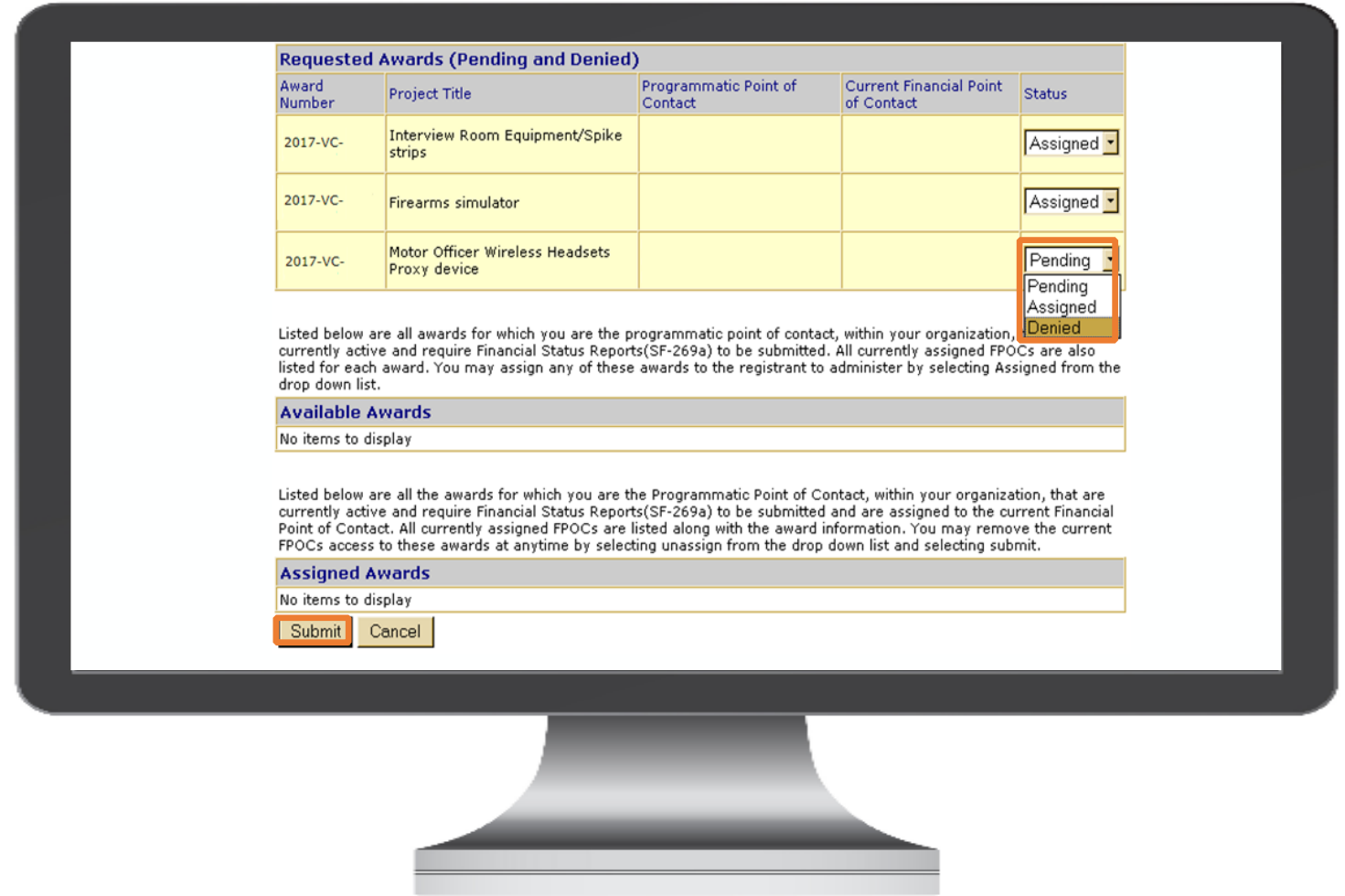
- Awards assigned to this FPOC

GMS POC Role

The POC has a dropdown menu to choose *Pending*, *Assigned* or *Denied* for any awards under the *Status* column. Make a choice for each award requested.
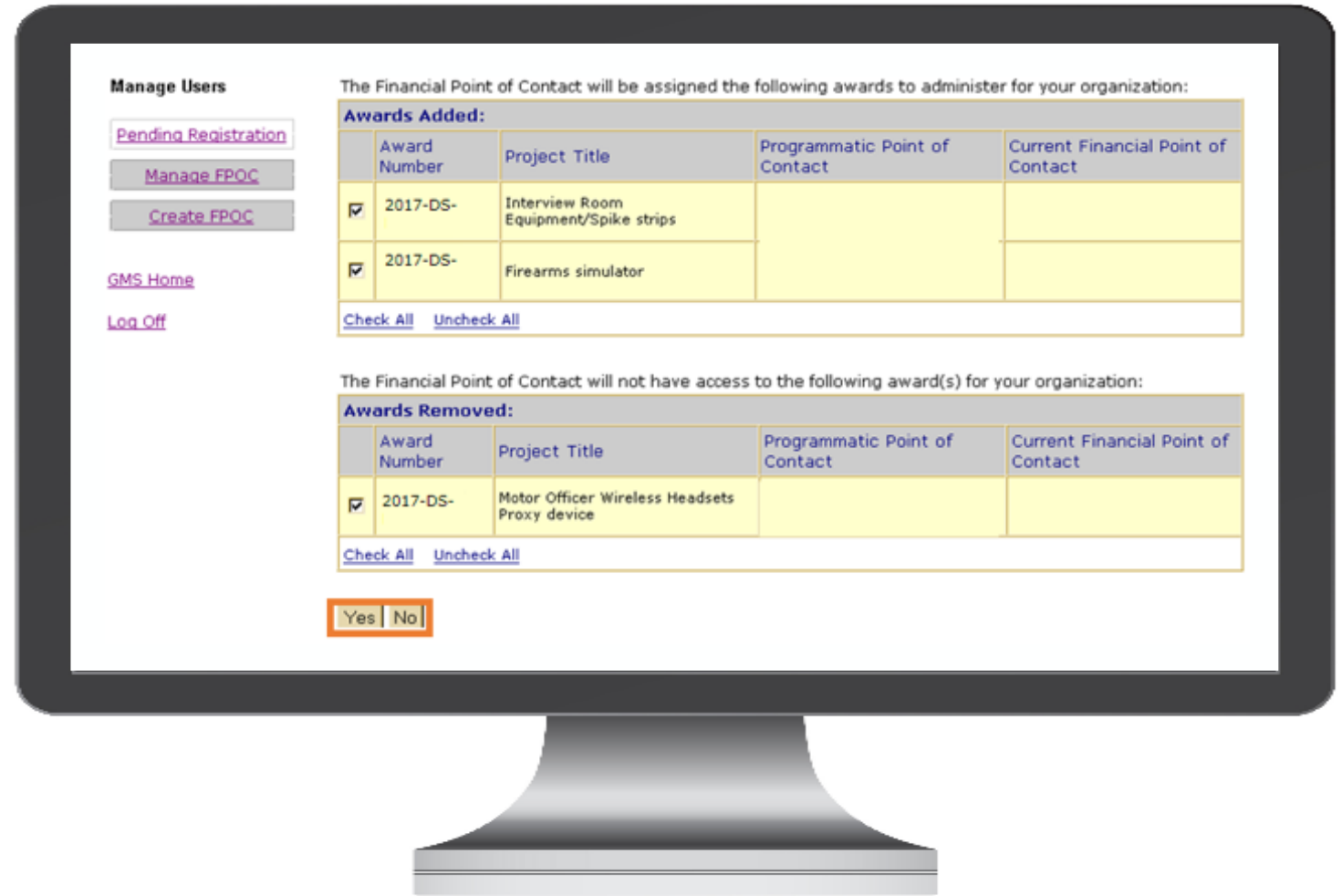
Click Submit at the bottom of the screen.

GMS POC Role

The Action Confirmation screen gives a summary of what the POC is assigning and denying to the requesting FPOC. The POC makes sure all award numbers, titles and POC information are correct.

Click Yes to move ahead.

GMS POC Role

POC is directed back to the Pending Registration page. No prospective FPOC is now listed on the Pending Registration page.

No prospective FPOC is now listed on the Pending Registration page

Manage Users

There are no registration requests submitted by FPOCs for your approval.

Pending Registration

Manage FPOC

Create FPOC

FPOC Approval Email

Date: Thu, 18 Oct 2017 11:17:37 -0400 (EDT)
From: gmssupport@ojp.doj.test
To: samuelr@mercurydev.ojp.usdoj.gov
Subject: Award has been assigned on 10/18/2017

Your designation as Financial Point of Contact (FPOC) has been approved by your organization for the following award(s): 2017-**-**-0441, 2017-**-**-0441.

FPOC Denial Email

Date: Thu, 18 Oct 2017 10:12:00 -0400 (EDT)
From: gmssupport@ojp.doj.test
To: samuelr@mercurydev.ojp.usdoj.gov
Subject: Registration has been denied on 10/18/2017

Your FPOC Registration Request has been denied by the grantee organization for the following award(s): 2017-**-**-1045.

Managing Users

Create FPOC User

To create an FPOC, click the "Manage Users" link from the GMS home screen.

Manage Users
Applications
Victim Compensation Certification
Awards
Funding Opportunities
Grant Adjustments
Grant Monitoring
Conference Reporting
Financial Status Reports
Closeouts
Reports

7 John R. Justice Program Category 1

ar	Application No.	Status	Correspondence	Action
17	2017-H1635-NH-RJ	• Application not yet submitted, last saved on 08/31/2017 • Application Deadline expired on 09/05/2017	No Messages Compose message	View

7 Regional Information Sharing Systems (RISS)

ar	Application No.	Status	Correspondence	Action
17	2018-H0001-NH-RS	• Application not yet submitted, last saved on 11/07/2017 • Application Deadline expires on 05/16/2018	No Messages Compose message	Update Withdraw

Sexual Assault Services Formula Program Solicitation

ar	Application No.	Status	Correspondence	Action
17	2017-X1499-NH-KF	• Application submitted on 06/06/2017 • Application is currently in progress	No Messages Compose message	View

Paul Coverdell Forensic Science Improvement Grants Program (Formula)

ar	Application No.	Status	Correspondence	Action
17	2017-90836-NH-CD	• Application submitted on 03/10/2017 • Application is currently in progress	No Messages Compose message	View

Create FPOC User

Click the Create FPOC button to enter a new user in the system

Manage Users

Pending Registration

Manage FPOC

Create FPOC

Name	Organization Name	Phone Number	Registered Date ▼
testfpocuser_1102712	Testers	111-111-1111	11/02/2017

Create FPOC User

Click the Create New radio button and complete the required profile information (*)

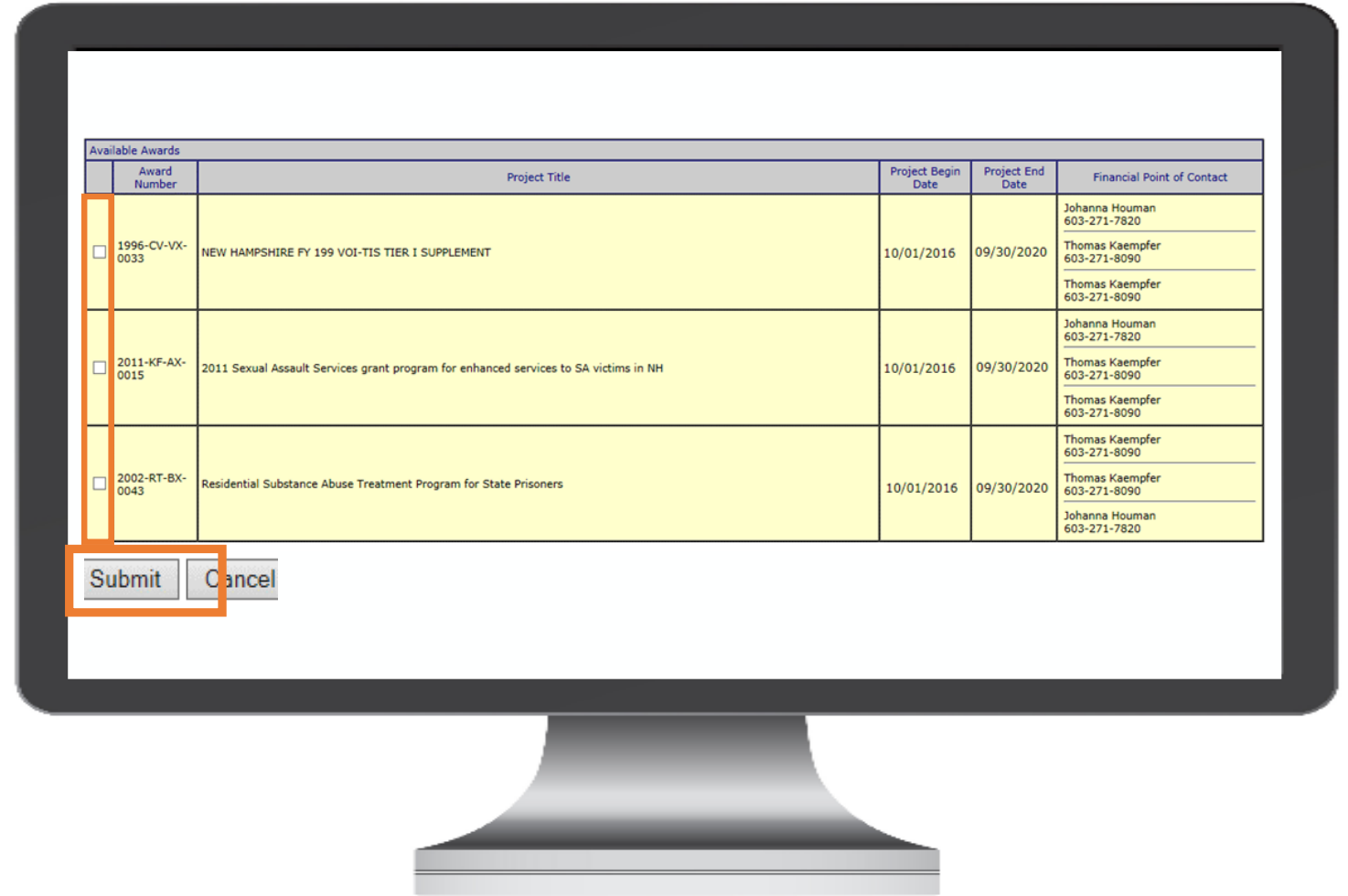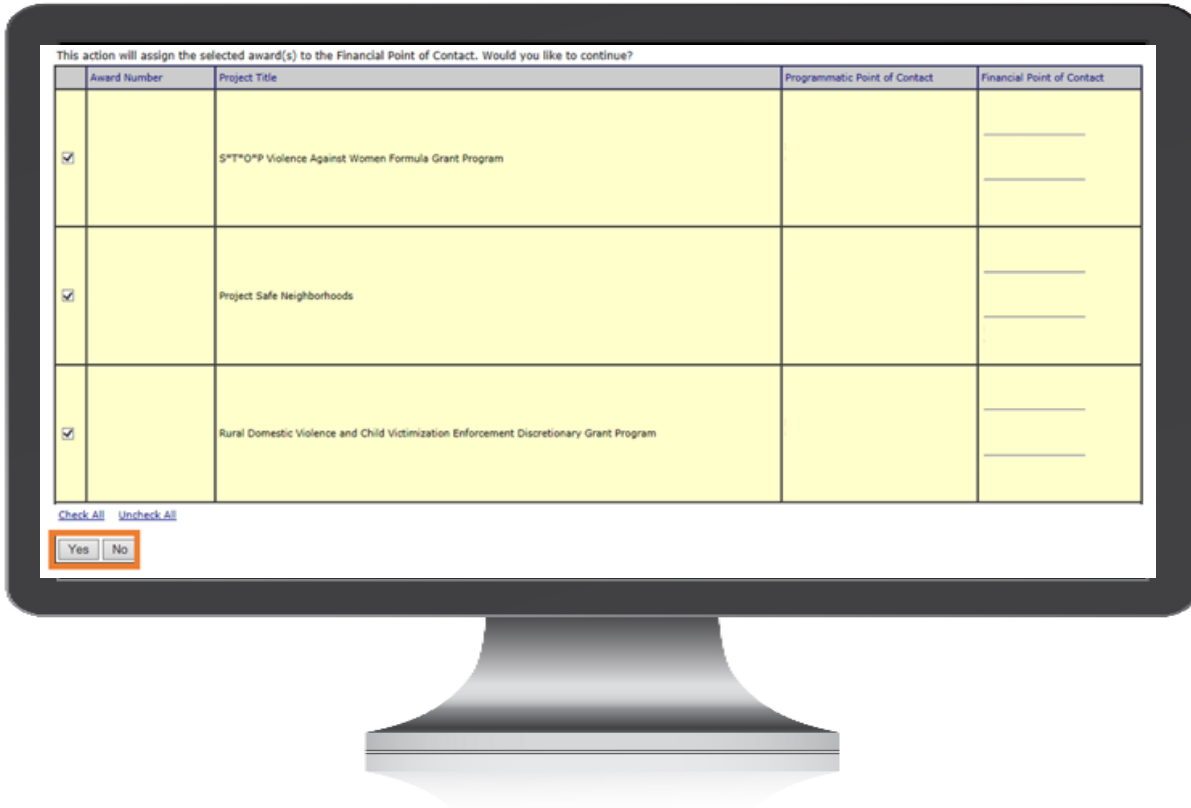## Create FPOC User

Recipient must choose all grant awards to assign to the new FPOC. When this is done, click the Submit button.

Confirm correct award(s) have been chosen and click the Yes button to assign the awards. A confirmation screen will appear to complete process.

Create FPOC User

Confirmation screen

Managing Users

Create FPOC User

Email notification will be sent to the new FPOC with instructions on how to complete the registration process.

New FPOC

Date: Wed, 17 Oct 2017 14:17:45 -0400 (EDT)
From: gmssupport@usdoj.gov
To: jdoe@email.org
Subject: Action Required - Complete Registration

You have been designated as the Financial Point of Contact (FPOC) for the following award(s): 2017-WF-VX-XXXX, 2017-WF-BX-XXXX, 2017-WF-BX-XXXX, 2017-CW-BX-XXXX, 2017-WF-BX-XXXX, 2017-WF-AX-XXXX, 2017-WE-AX-0051,. The FPOC will be responsible for the financial administration of the award, such as submission of quarterly Financial Reports (the SF-425) and for requests for payment of funds (i.e., drawdown) from the award. Your account validation code is: BRWyp6SL3H.

Please go to:
https://grants.ojp.usdoj.gov/gmsexternal/noSessionReq/fpocAcctValidation.st to complete your registration as contact for SF-425. Information concerning access to the payment system will be sent to you separately at a later date.

Create FPOC User

Once logged into the GMS site, the new FPOC must enter their registered email address along with the validation code given in the email. Click the Submit button.

Enter Account Validation Code

Enter the Account Validation Code from the email that you received in the space below along with your E-mail Address to complete the registration process.

*E-Mail Address	samuelr@mercurydev.ojp.usdoj.gov
*Account Validation Code	●●●●●●●●●●

Submit

Create FPOC User

The new FPOC must complete the registration information form. All fields with a red asterisk (*) are required. When finished, click the Submit button to complete the registration process.

Grant Verification Information

Please provide the following information about your most current grant with OJP. If you currently have more than one grant with us, enter information from any of your current grants with OJP. We will use this information to help verify your account, so please be sure that the information you provide is accurate.

* Award Number: (9999-XX-XX-9999)
* OJP Vendor Number:

Organization Information

* Your Organization Name:
* Address Line 1: 301 Church Street
  Address Line 2:
* City: Mewridian
  County:
* State: Mississippi
* Zip Code: 22222 2222 Need help for ZIP+4?

User Information

* Prefix: The Honorable
  Prefix (Other):
* FPOC First Name: Jimmy
  FPOC Middle Initial:
* FPOC Last Name: Rogers
  Suffix: – Not Selected –
  Suffix (Other):
* Title: Blue Yodler
* Phone Number: 404 - 867 - 5309 Ext:
  Fax Number:
* User Email Address: samuelr@mercurydev.ojp.usdoj.g
* User ID (6 Character Minimum):
* Password (8 Character Minimum):
* Password (Confirmation):

If you forget your password, answer the secret question and you will be sent a temporary password.
* Secret Question: – Not Selected –
* Secret Answer:

Please make sure that all of the above information is correct before proceeding.

[Submit]   [Cancel]

NOTE: On first login to GMS, the FPOC will only have access to the awards assigned by the POC. No additional award information is available (award document, GAN's, progress reports, etc.).

Create FPOC User

The new FPOC must complete the registration information form. All fields with a red asterisk (*) are required. When finished, click the Submit button to complete the registration process.

NOTE: On first login to GMS, the FPOC will only have access to the awards assigned by the POC. No additional award information is available (award document, GAN's, progress reports, etc.).

Create FPOC Registration

Please select an existing Point of Contact (POC) to serve as a Financial Point of Contact (FPOC) by selecting Grantee POC. Selecting this option will populate the form below with the Grantee POC's information. Alternatively, you may designate a new FPOC by entering their information in the form below. Once you submit the FPOC information, an email notification will be sent to the designated FPOC to complete the registration process.

○ Create New ○ Grantee POC

Prefix:	-- Not Selected -- ▾
Prefix (Other):	
*FPOC First Name:	

Managing Users

Create FPOC User

The new FPOC is now signed into the system. The Home page for the account will appear, showing all awards the FPOC can access.

GMS Overview for Financial Points of Contact

Resources

Computer Based Training

www.ojp.usdoj.gov/gmscbt

GMS User Guide

http://www.ojp.gov/training/gmstraining.htm#GMSUserguide

Security Reminders

Refer to Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 800-53)

888-549-9901 (Option 3)

GMS.Helpdesk@ojp.usdoj.gov

Questions